Certified as a Regulation (or as Regulations) of the (Name of State Agency) Welfer Drew Wale (Signature)

LOS ANGELES OFFICE

Washington Building 311 South Spring Street

SAN FRANCISCO OFFICE

DAVID HEWES BUILDING 995 MARKET STREET

. . .

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 September 6, 1945

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

MANUAL LETTER NO. 84

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg, Director 3m Department of Social Welfare

366:b5 Attachments MAIN OFFICE 616 K Street Sacramento

LOS ANGELES OFFICE Washington Building 311 South Spring Street SAN FRANCISCO OFFICE David Hewes Building 995 Market Street Earl Warren Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG DIRECTOR In the office of the Secretary of State
of the State of California
SEP 7 - 1945
FRANK M. JORDAN, Secretary of State

Sacramento September 5, 1945

1297

MANUAL LETTER NO. 84

The attached material is to be entered in your copy of the Manual of Policies and Procedures as an additional portion of the AMOUNT OF GRANT Chapter and as Revisions 19 and 20 to the Glossary.

The sections present in manual form policies and procedures for determining the amount of the grant in the Aid to Needy Children program.

Special attention is called to the following sections which contain new or revised policies or rulings:

158-10 - I - Rulings and Regulations Governing Family Budget Unit Cases

- D. Budgeting Rules and policies
  - 1. Insurance
  - 2. Debts
  - 3. Tuition
  - 5. Budgetary items appearing on Form Gen M45, the Budgetary Summary, or approved substitute.
  - 8. Income from earnings of unemancipated minor.
  - 10. Income of parent receiving OAS, ANB, or APSB.
  - 12. Income in kind.
  - 13. Income designated for child/children eligible for Federal participation.
- 158-20 Determination of the Amount of the Grant for Child in Home of Relatives on board and care basis.
- 158-30 Determination of the Amount of the Grant for Children in Boarding Homes and Institutions.
  - B. Parent's responsibility for support.
    - 1. Governing policy relating to parent's contribution.
    - 2. Determination of the amount of contribution from parent.

Issuance of this material renders obsolete the following bulletins: 209-A, 240, and 209 except Item V, Adjustments in Grants, on pages 17 thru 19.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

158-00

The State and Federal laws envision a program which will provide grants in aid and services to assure children of opportunities for growing up in a setting of their own family relationships if possible, and which will enable parents to continue in full responsibility for a scheme of living to which each child naturally belongs.

Living plans for eligible children vary from case to case. The amount of the grant to meet different degrees of need must, therefore, be determined on an individual basis.

In general, the county has the responsibility for:

- 1. Determining the social and economic needs of children who qualify under the law.
- 2. Meeting their total needs insofar as possible within the limitations of the law and governing rulings and policies.
- 3. Using the budget schedule standard as a guide in evaluating each situation and relating the individual family needs to adequate care standards.
- 4. Exercising discretion in applying governing policies and rulings.
- 5. Interpreting the program to applicants and recipients and informing them of their rights and responsibilities.

The manual sections which follow set forth: general standards for children living in their own homes, with relatives, and in boarding homes and institutions; rules and regulations governing the determination of need and amount of the grant; and methods and procedures for making these determinations. (W&IC 1560)

# 158-05 STANDARDS OF ADEQUATE CARE ANC

158-05

GENERAL STATEMENT OF ADEQUATE STANDARDS

A satisfactory standard of living includes:

- 1. An adequate budget which will insure:
  - a. Clothing and food of adequate quantity and quality, including special diets when ordered by a physician.
  - b. Housing which allows adequate sleeping space, reasonable privacy, and complies with sanitary and housing regulations.

# 158-00 LEGAL PROVISIONS AND GENERAL STATEMENT RELATING TO DETERMINATION 158-00 OF NEED AND THE AMOUNT OF THE GRANT AND

LEGAL PROVISIONS

The object and purpose as set forth in the W&IC relating to ANC is to keep children in their own homes wherever possible, and to provide the best substitute for their own homes for those children who must be given foster care. The Federal statutes provide grants in aid for dependent children under the age of 16 years, and for children between 16 and 18 regularly attending school who qualify under the State law if they are living with relatives of specified degree and if the payment is a cash warrant and made directly to the eligible payee who signed the application or whose signature appears in the county record. Such eligible relatives include: Father, adoptive father, mother, adoptive mother, grandfather, grandfather-in-law, great-grandfather, adoptive father of the child's natural parent, grandmother, grandmother-in-law, great-grandmother, adoptive mother of a child's natural parent, stepfather, stepmother, brother-ofthe-half-blood, brother-in-law, half-brother-in-law, adoptive brother, sister, sister-of-the-half-blood, sister-in-law, half-sister-in-law, adoptive sister, stepbrother, stepbrother-in-law, stepsister, stepsister-in-law, uncle of the half or whole blood, uncle-in-law, aunt, aunt-in-law, great uncle, great aunt.

The State law provides a maximum of \$22.50 per month for each eligible child. In addition, to children who qualify under the Social Security Act, Federal funds are available up to \$9 for the first child in a family, and \$6 each for the other children. If more than this total (\$31.50 for the first child and \$28.50 for each additional child) is required to provide adequate care, the county is authorized by law to supplement additional amounts from its own funds to meet this need.

The State law requires the SDSW to establish minimum standards of adequate care by rules and regulations which have the approval of the SSWB and which are binding upon the counties. (W&IC 1511, 1522, 1524, 1560)

### GENERAL STATEMENT

In ANC, the determination of need and the amount of the grant involves processes derived from the law which require an understanding of the purpose of the program, the functional responsibilities of the Federal, State and county units of government, and a clear knowledge of policies and regulations that have been developed to carry out these functions, as well as an understanding of the principles of casework practice. Children who meet conditions set forth in the law, rules, and regulations are entitled to grants in aid. The county serves the applicant and the children throughout the process of relating the individual circumstances to these provisions.

158-10

# Total requirements shall include:

- 1. Basic recurring needs as priced in the quantity cost schedule, food, clothing, and personal needs of each person in the family budget unit, and family allowances for housing, utilities, household operation, education and incidentals.
- 2. Requirements in addition to usual recurring needs, when indicated in the individual case, that is:
  - a. Special diets on recommendation of a physician, clinic, or public health department.
  - b. Unusual repairs or replacements, or equipment. For instance, lumber for extensive repairs not included in normal items of upkeep; payment on needed furniture.
  - c. Salary of housekeeper or caretaker, when necessary and desirable for the best interests of the child, and an additional amount for food when the housekeeper lives with the family.
  - d. For the unemancipated employed minor, allowances for (1) meals away from home; (2) dental and medical care unless available without cost; (3) transportation; (4) clothing, and incidental expenses in addition to the amounts given in the basic budget schedule; (5) carrying out an educational or other plan which has the approval of the county worker; unless the county follows the method of deducting these items from minor's earnings in determining the net income to the family budget unit from this source. (See Section D 8, Method 2 in this Section.)
  - e. Other special needs indicated in the individual case. (SEE D OF THIS SECTION.)

# C. Relating Monthly Requirements to the Budget Schedule

The requirements of the family budget unit shall be estimated on a monthly basis.

In computing the budget for the family budget unit the county worker shall:

Explain to the applicant/recipient the composition of the budget schedule, its limitations and reason for such limitations.

Record the initial discussion and all subsequent discussions of the family's circumstances, including a statement of any special needs, how they were determined, and whether they will be included in the budget or met in some other way, or cannot be met under the plan.

158-05

- c. Attendance at school during legal school age for every child who is capable of benefiting by formal education; vocational training, or an opportunity to obtain a higher education, when indicated.
- d. Normal recreational activities and participation in community life.
- e. Proper supervision in the absence of the mother or caretaker.
- 2. Provision for adequate health care. This includes physical examinations, preventive measures, correction of defects, hospital and out-patient service, periodic examinations of contacts with tuberdulosis and other infectious diseases.
- 3. For the child receiving foster care, a boarding home or institution meeting approved standards.
- 4. Case work service which insures to each family and child the highest possible morale and security and the best adjustment to family and community life, and which will obtain for them the maximum benefit from community resources for their health, education, recreation, and general welfare. (WAIC 1511, 1560)

# 158-10 DETERMINATION OF NEED AND THE AMOUNT OF GRANT FOR CHILDREN IN 158-10 FAMILY GROUPS ANC

# I. RULINGS AND REGULATIONS GOVERNING FAMILY BUDGET CASES

# A. Standard of Adequacy

Counties shall use as a standard of economic adequacy for basic recurring needs, the current quantity cost ANC budget schedule, or a comparable adequate schedule which is commensurate with current prices and which has the approval of the SDSW.

# B. Total Requirements

Within the limitations of the law and controlling rulings, total requirements of the family budget unit and its individual members shall be taken into consideration in computing the budget for the family budget unit and need not be confined to the immediate requirements of the family but may include long-time needs for which the family has developed a plan.

158-10

### a. Food

Items in the food budget schedule, as determined by current prices, shall be used in determining minimum food allowances for each member of the family budget unit.

Special diets, on the recommendation of a physician or public health clinic, shall be included in the budget.

Households of two persons only should be allowed an additional 10% for food.

A reasonable evaluation may be made for home-grown food.

# b. Clothing

Items in the clothing budget schedule, as determined by current pricing, shall be used in determining minimum allowances for clothing. A reasonable evaluation may be made for free clothing.

# c. Personal Needs

Personal needs shall be included in accordance with the current schedule.

### d. Recreation

As a guide, monthly allowances for recreation may be allowed as follows:

Grade school	children						*	.50
Junior High	school children						F	. 75
Senior High	school children						B.+ #	1.00
Adults							\$	2.00

#### e. Housing

### Rental

The budget summary shows the county standards for rent, based on size of family, and serves as a guide in average cases. If, however, the rent actually paid exceeds the maximum rental standard and, for valid reasons the family continues to live in this house, the larger rental may be allowed.

158-10

# D. Budgeting Rules and Policies

### 1. Insurance

Premiums, if paid on insurance policies carried on the parent and/or a child or children under the age of 18 years, not in excess of a total of \$4 a month, shall be included in the budget for the family unit.

Exception: If premiums are in excess of \$4.00 and a downward adjustment of the policy and premium is pending, the excess amount may be included in the budget pending such adjustment.

If the premiums are in excess of \$4.00 on policies carried by permanently incapacitated or tuberculous parents, or on a parent committed to an institution, the excess amount may be included in the budget until or unless adjustment is made by the insurance company, or payment of premiums, in part or in full, is assumed by an agency or a person other than the parent.

# 2. Debts

When obligations incurred by family before applying for ANC, represent current requirements or involve continuity of home maintenance, payments on such debts may be included in the budget. When obligations incurred before applying for ANC have no relationship to the current needs, payments on such debts shall not be included in the budget.

### 3. Tuition

In general, school tuition shall not be included in the budget. However, where free schooling is not available, or does not include supervision which may be required in a particular case, or where a minor has special educational needs and his plan for specialized training requires tuition, the item of tuition may be included in the budget.

## 4. Medical and Dental Care

Medical and dental care including appliances and dentures, when not available without cost through local facilities or otherwise, may be allowed in the budget.

5. Budgetary Items Appearing on Form Gen M45, The Budget Summary, or approved substitute. (The Budget Summary is a budget schedule separately computed for and supplied to each county by the SDSW.)

158-10

# i. Transportation

Transportation, that is, necessary bus fare, carfare at local rates, or estimated cost of upkeep on automobile when needed for transportation, shall be included in the budget.

### j. Insurance

See I - D - 1 in this Section.

# 6. Small Intermittent Earnings

Small intermittent earnings of parents or minors shall not be considered income in computing the budget for the family budget unit.

# 7. Income From Earnings of Parent Living in the Home

If the father or mother of the children for whom aid is being granted, is working out of the home, the earnings of the parent (except small intermittent earnings) less involuntary deductions made by the employer or the U. S. Government, shall be considered income to the family budget unit.

# 8. Income from Earnings of Unemancipated Minor

There are two alternate general methods for determining income to the family budget unit from earnings of the unemancipated minor: (1) to consider gross earnings, less involuntary deductions made by the employer or the U. S. Government, as income, and to budget the minor for his total needs, or (2) to consider net earnings as income and to budget the minor for food, clothing, and personal needs, in accord with the basic budget schedule. Net earnings in this second method are gross earnings less involuntary deductions, and expenses incidental to employment, plus other special needs. Specific requirements under the two methods are:

### Under Method 1.

Income from earnings (except small intermittent earnings) is the gross earnings less involuntary deductions made by the employer or the U. S. Government, and the

158-10

### Unencumbered homes

Minimum monthly allowances on the unencumbered homes shall include:

Average taxes, as paid

Average fire insurance, as paid

Upkeep and minor repairs, based on the assessed valuation as follows:

Assessed Valuation	Minimum Allowances per Month
\$1000 and under \$1000 - \$2000	\$2.00 \$2.50
\$2000 - \$3000	\$3.00

Major repairs should be shown in the budget as a special item.

### Encumbered homes

Property payments on the encumbered home include:

Interest, principal, average taxes, and insurance which are allowed as paid and should approximate the equivalent of the rental standard for a family of the same size. Allowance is made for upkeep and minor repairs based on assessed valuation as shown in the previous paragraph.

### f. Utilities

Utilities may be either the amount set as average in the budget summary or actual amounts paid.

### g. Household Operation

Allowances for household operation as given on the budget summary shall be included, except that consideration may be given to surplus linens or other articles listed under this heading for which the family has no expense. Household operation does not cover major replacements of furniture but only small allowance for replacement of light globes, china, household linens and necessary articles of cleaning. Major replacements of furniture should be shown in the budget as a special item.

# h. Education and Incidentals

The amounts as shown on the current schedule shall be used.

158-10

# 9. Income from Contribution of the Emancipated Minor or Adult Child

a. If living in the home -

Net contribution from the emancipated minor or the adult child shall be considered as income to the family budget unit. "Net contribution" is actual contribution minus food per budget schedule and child's prorated share of rent, utilities, and household operation.

(The emancipated minor under 18 is included in the grant if his earnings do not cover his budgetary needs.)

b. If living out of the home -

Actual contribution of the emancipated minor, or the adult child not living in the home, shall be considered income to the family budget unit.

## 10. Income from Parent Receiving CAS, ANB or APSB

- a. If an OAS, ANB, or APSB recipient is a parent of the child receiving ANC, whether or not his assistance grant is pooled with the family, he shall not be included in the family budget unit. However, he assumes his prorated share of the housing, utilities, and household operations.
- b. If the parent receiving OAS, ANB, or APSB is making a payment to the family budget unit from his grant for room and board, the net income to the family unit is determined by deducting food per OAS budget schedule and the individual's prorated share of rent, utilities, and household operation, from his actual payment.

# 11. Income from Members of Household not Included in the Family Budget Unit

Net income to the family unit from members of the household who are receiving CAS, ANB, or APSB, other than the parent, is their actual contribution, minus food per budget schedule, and the individual's prorated share of rent, utilities, and household operation.

### 12. Income in Kind

A resource in kind, which is received with sufficient regularity to be counted on for meeting basic continuing needs, may be considered income to the family budget unit when a reasonable evaluation of such resource has been determined on a monetary basis. Home produced foods for use of the family only and the value of

158-10

Minor is budgeted for food, clothing, and personal incidentals (in accord with the basic budget schedule) plus expenses which are incidental to employment, including, when indicated in the individual case, allowances for (1) meals away from home; (2) dental and medical care if not available without cost; (3) transportation; (4) clothing, and incidentals in addition to items shown in the basic budget schedule; and (5) estimated expenses for an approved educational or other plan, or special need, or (minor is budgeted in accord with a comparable budgetary schedule for basic and special allowances which has the approval of the SDSW).

OR

#### Under Method 2.

Income from minor's earnings, except small intermittent earnings, is his net earnings, and minor is budgeted for food, clothing, and personal needs in accord with the basic budget schedule, or (in accord with an approved substitute schedule).

Net earnings are gross earnings, less involuntary deductions made by the employer or the U. S. Government, less

1. Allowances determined on an actual basis for (a) meals away from home; (b) dental and medical care, when not available without cost; (c) transportation; (d) clothing and incidental needs, in addition to items shown in the basic budget schedule; and (e) estimated expenses for an approved educational or other plan, or special need.

OR

2. Monthly allowances as listed below:

Meals away from home	\$10.00
Dental and medical care	\$ 3.00
Transportation	\$ 4.00
Clothing needs, in addition to amount given	
on basic budget schedule	\$ 5.00
Incidentals - 15% of gross earnings less	
involuntary deductions	\$
Estimated expenses for an approved educa-	
tional, or other plan, or special need	\$

OR

3. Amounts determined by the combined adaptation of 1 and 2, that is, by an actual expenditure basis for some items as provided in 1, and specific allowances for others as shown in 2.

158-10

b. In current cases, if the actual amount for Federal participation for the eligible children is smaller than the maximum basis, (\$18 for one child, \$12 for each additional child) such amount shall be reported on the Notice of Change (Form CA 232) under "Reason for Change". (See Sec. 158-10, ITEM IIC AND MANUAL SECTION 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

EXAMPLE:

"BASIS FOR FEDERAL PARTICIPATION \$35.00"

#### II. THE FAMILY BUDGET METHOD

# A. GENERAL GOVERNING PRINCIPLES

In order to conform to the requirements governing the budget method for determining the amount of the grant to which each family group is entitled, it is the responsibility of the county worker to know the situation of each applicant; to discover how adequately the family can meet their problems for themselves; to determine the extent of their financial need and to what extent that need can be met within the provisions of ANC.

When essential information about the family situation is secured, the worker is in position to relate the case to the ANC economic standard.

The county worker should have a thorough understanding of the composition of the budget schedule and the sources of its standards. (See GLOSSARY - SOURCE OF STANDARDS FOR BUDGET SCHEDULE, ANC.)

The budget summary schedule, which is used as a guide in determining the needs of families, sets forth cost of certain items based on an individual minimum quantity standard. It does not necessarily include all items required by each family and the individual members. The adaptation of the budget should be a flexible individualized process. It is reasonable to expect that a family may, at some time, have needs in addition to the common factors that apply to all. Educational needs, beyond those covered by the small allowances included in the budget schedule, should be considered on a broad individual basis.

### B. FAMILY BUDGET UNIT

All individuals living in the home have an economic relationship to the family budget unit which must be taken into consideration in arriving at the amount of the grant.

A family budget unit comprises all persons in the home who are to be included in the budget. It is used to describe any combination of the following:

158-10

free clothing and household linens, etc., need not be considered income. When income in kind is a total budgetary item, such as free rent and free board, no evaluation need be placed on them as such items do not appear in the budget for this family.

# 13. Income Designated for Children Eligible for Federal Participation

# Basis for Participation

Federal participation for ANC is limited to payments made to cover the overhead expenses for the household and the individual needs of children eligible to Federal participation, and person essential to their well-being, such as parents or relatives acting in the place of parents.

If children ineligible to Federal participation are included in the budget for the family budget unit, and there is income designated for the eligible children, Federal participation for the eligible children is based on actual Federal matching basis for such eligible children.

The actual basis for Federal participation would be determined by deducting the income designated for children eligible to Federal from the budget for the family budget unit, from which the needs of the ineligible children have been deducted. "Needs" refer to food, clothing, personal and special needs of the ineligible children. (See II "C" IN THIS SECTION, INSTRUCTIONS FOR USE OF FORM GEN M48-COMPLETION OF "M".)

### Reporting

a. In new cases, if the actual amount which was determined as the basis for Federal participation for the eligible children, is smaller than the maximum basis for Federal participation, (\$18 for one child, \$12 for each additional child), such amount shall be reported under Item 11B on the Certificate of Eligibility (FORM CA 201.) (SEE SEC. 158-10, ITEM IIC AND MANUAL SECTION 627-20, APPORTIONMENT OF GRANTS ON PAYROLLS OR CLAIMS.)

#### EXAMPLE:

IIA	ASSISTANCE PLAN - BUDGETARY BASIS FOR DETERMINING NEED:	118	VERIFICATION AND EXPLANATION OF ASSISTANCE PLAN
	1) TOTAL BUDGET FOR THE FAMILY UNIT \$ 120 2) TOTAL INCOME TO FAMILY UNIT \$ 45 3) DEFICIENCY		GEN M48 9-10-44 LET. 9-5-44 DASI BUR. BASIS FOR FED. PART. \$35 (SEE SEC. 158-10 - 11C)

158-10

In addition to meeting his own needs, it is expected that the stepparent, if able, will support the parent of the children and his contribution shall be considered income to the family budget unit. If the stepparent refuses to support, the parent may be included pending receipt of support from the spouse. When such a stepparent maintains a standard of living beyond the ANC budget standards, it is expected that the stepparent will be responsible for the amount by which the actual cost of housing, utilities, and household operation exceed the prorated allowance computed in accordance with the Budget Summary.

# C. INSTRUCTIONS FOR THE USE OF FORM GENERAL M48, BUDGET WORK SHEET

The Budget Work Sheet (Form Gen M48) is used for computing the amount of ANC to be granted in individual cases. Its use is not compulsory, provided a county has an acceptable substitute form in use.

Consult the Budgetary Summary, Form Gen M45, or approved substitute, for current individual and family allowances in your county.

Complete the top of the Form Gen M48 with the case information requested. The page is divided into sections designated A, B, etc. The following instructions and explanations refer to the sections so lettered.

Under "A" list by name, sex, and age, the members of the family budget unit. From Form Gen M45, enter for each person the appropriate amounts in the columns, Food, Clothing, and Personal Needs.

Special Items: Enter the cost of any individual allowances of a special nature granted monthly.

Total vertically the columns for Food, Clothing, Personal Needs, Special Items, and Recreation, and carry these totals to the appropriate spaces under "F".

Under "B" list all other persons living in the household but who are not included in the "Family Budget Unit".

Amount and Source of Income: Typical entries in this column might be "Pension \$40", or "OAS - \$50".

Actual contribution to Family Budget Unit: In this column enter the total amount the person pays to the family each month - that which he pays for his own room and board, plus any additional assistance to the members of the Family Budget Unit.

158-10

- 1. All minor children (under 21 years) not emancipated, provided; where ineligible minors are included in the family budget unit, the total budgetary deficiency is met and the record clearly so indicates.
- 2. Emancipated minors under 18 years, whose earnings do not cover own budgetary needs.
- The parent, or parents, if living at home, except an OAS, ANB, or APSB recipient.

Any housekeeper caring for the children as a member of the family unit when she is included in the budget for food, rent, utilities, and household operation. (Her wages are included in the budget as a special item.)

4. Any person or persons (except OAS, ANB, or APSB recipients) who act as caretaker in place of the parents, but who is not caring for the children on a board and care basis, and whose income is not adequate for his support.

EXAMPLE: While Mr. and Mrs. Doe are hospitalized for tuberculosis, Mrs. Doe's sister agrees to live in the home to supervise the children. Her only income amounts to \$10 per month. Therefore, she is included in the family budget unit for all items and the \$10 appears in the budget as income.

EXAMPLE: The father of the Doe children is deceased and their mother is unable to assume responsibility for them. For seven years the Doe children, who are receiving ANC, have made their home with their widowed grandmother. Her only income was \$50 a month from a trust fund which was exhausted August 1, 1941. The grandmother always has been willing to care for the children for the actual cost thereof. Therefore, the budget was estimated on a prorated basis with the children for rent, utilities, and household operation until August 1, 1941, when the grandmother was included in the family budget unit and budgeted for all items.

5. The stepparent, who is willing to support the entire family, but whose earnings are inadequate to the undertaking. (Full consideration should be given to the stepfather's plans and obligations in estimating his budgetary needs.)

EXCEPTION: When a stepparent declines any financial responsibile ity for the children eligible to ANC, such a stepparent is not included in the budget. The children in this case are budgeted for clothing, food, personal needs, any special items, and for their prorated share of housing, utilities, and household operation.

# · 158-10 (Continued)

158-10

Under "G", record the total family outgo, or the sum of the amounts under "D", "E", and "F". Carry this total forward to the space indicated on the line below.

Under "H", enter the sources and amounts of income to the Family Budget Unit (except ANC which is shown under "L"). Note that the total "Net contribution to Family Budget Unit" under "B" is carried forward here.

Under "I", indicate if net returns accrue from home produced foods and value of commodities received regularly by family.

Under "J", enter the total income which is the sum of the amounts entered under "H", and "I". Carry this amount forward to the space indicated under total outgo below, and subtract.

Under "K", enter the budget deficiency, i.e., the result of "outgo" "G" minus "Income" "J".

Under "L", enter actual grant for ANC.

Completion of "M". If children ineligible to Federal participation are included in "A", and there is income designated for the eligible children, "M" should be completed.

### EXAMPLE:

NUMBER CHILDREN ELIGIBLE TO FEDERAL 3 INELIGIBLE TO FEDERAL 2

10	TOTAL BUDGET FOR F	AMILY BUDGET UNIT (G)		 	\$120
		OR CHILD INELIGIBLE TO			
		OF CHILD INELIGIBLE TO			
40	INCOME DESIGNATED	FOR CHILDREN ELIGIBLE	TO FEDERAL	 	\$ 45
5.	BASIS FOR FEDERAL	PARTICIPATION (3 MINUS	4)	 	\$ 35

IF THE AMOUNT UNDER "5" IS SMALLER THAN THE MAXIMUM BASIS FOR FEDERAL PARTICIPATION FOR THE ELIGIBLE CHILDREN, (\$18 FOR ONE CHILD, \$12 FOR EACH ADDITIONAL CHILD) REPORT THE AMOUNT INDICATED UNDER "5" AS THE ACTUAL FEDERAL MATCHING BASIS FOR THE ELIGIBLE CHILDREN. (SEE 1-D-13 IN THIS SECTION.) (W&IC 1511, 1560)

158-10

Net Contribution to the Family Budget Unit: Enter here the portion of the above amount which is considered over and above the cost of this person's share of food and household expenses. The total for this column is income and, accordingly, is carried forward as an item under "H".

(Column headed "Food" to be used when computing net income.)

EXAMPLE: A grandfather in the home, receiving a government pension \$40, might pay the mother \$25 a month for his room and board. Net income would be actual payment minus food per budget schedule and prorated share of housing, utilities, and household operation.

Exception: If grandfather were receiving OAS or ANB, the OAS food budget shall be used. (See Sec. 1-0-12 IN THIS SECTION)

Enter the total number of persons living in the household, including members of the "Family Budget Unit" and any other persons living with them. This number will equal the sum of persons listed under "A" and "B".

Under "C" check housing plan and amounts determined for housing, utilities, and household operation. (SEE SEC. 1-D-5E IN THIS SECTION)

Utilities: Enter the amount set as average in budget summary or actual amount paid.

Under "D", to compute the share of housing, utilities, and household operation expenses to be budgeted for the members of the Family Budget Unit, use the fraction indicated on the Work Sheet.

EXAMPLE: A Family Budget Unit includes 3 persons. (Listed under "A".) Other persons living in the household: 2 (listed under "B"). Total in the household: 5. The share of expenses allocable to the Family Budget Unit is, in this case 3/5. If the total expenses under "C" were \$20, or \$12. Accordingly \$12 will be entered under "D".

Under "E", Education and Incidentals, enter the amount given on the budget summary for the number of persons in the Family Budget Unit and any special items which may be needed in the individual case.

Transportation. Enter amount required for transportation. (SEE SEC. 1-B-25 IN THIS SECTION)

/-D-5 Insurance. Enter amount allowed for insurance. (See +-B-2c IN THIS SECTION)

Under "F", enter totals carried forward from "A".

158-10

FORM GEN M48 (CONTINUED)		
NO. PERSONS IN HOUSEHOLD WHO SHARE ITEMS LISTED UNDER C:	H. INCOME (GIVE SOURCE)	AMOUNT
C. HOUSING (CHECK WHICH)	TOTAL NET INCOME	
RENT OR PROPERTY PAYMENTS		
UPKEEP & REPAIRS INCLUDING TAXES		
UTILITIES: ELECTRICITY		
GAS		
HEATOOOOOOOOOOOOOO		
GARBAGE REMOVAL	I. OTHER RESOURCES	
HOUSEHOLD OPERATIONS:	- I OTHER RESOURCES	
C. I. SPECIAL NEED (FAMILY GROUP)		
TOTAL (C)		
D. COMPUTE SHARE OF TOTAL (C) ALLOCABLE TO MEMBERS OF FAMILY UNIT AS FOLLOWS: FRACTION		
No. OF PERSONS (A) =		
COMPUTE FRACTION OF TOTAL (C) AND RECORD ANSWER HERE		
E. ADD: EDUCATION AND INCIDENTALS		
TRANSPORTATION		
INSURANCE o o o o o o o o o o o o o o o o o o o		
OTHER		
FOOD		
CLOTHING		
PERSONAL NEEDS		
SPECIAL ITEMS		
G. TOTAL BUDGET FOR FAMILY UNIT:	J. TOTAL INCOME:	
TOTAL BUDGET FOR FAMILY UNIT (C)		
INCOME TO FAMILY UNIT (J)		
K. BUDGETARY DEFICIENCY		
Lo AMOUNT OF GRANT	ON IS INCLIDED IN A AND THE	DF IC
INCOME DESIGNATED FOR ELIGIBLE CHILDREN	ION IS INCLUDED IN A AND THE	NC 13
NUMBER CHILDREN ELIGIBLE TO FEDERAL INCLIGIBLE TO FEDER	A1	
is Total Budget for Family Budget Unit (G)		
2. NEEDS SHOWN IN A FOR CHILD INELIGIBLE TO FEDERAL		
3. BUDGET LESS NEEDS OF CHILD INELIGIBLE TO FEDERAL ( I MINUS 2)		
4. INCOME DESIGNATED FOR CHILDREN ELIGIBLE TO FEDERAL		74.5
5. BASIS FOR FEDERAL PARTICIPATION (3 MINUS 4)		
FORM GEN M48, REVISED MARCH, 1945 BUDGET WORK SHEET - AID TO NEEDY CHILDREN		

158-10

ADDRESS			CIT	Υ		7 2 4 5 X X	
BUDGET COMPUTED BY							
DATE							
A. LIST THE MEMBERS OF THE "F/	AMILY UNIT	۲ <b>"</b>					
N AME	SEX	AGE	FOOD	CLOTHING	PERSONAL NEEDS	RECREATION	SPECIAL
2							
3							
4							
5							
6							
7							
8							
9							
TOTALS (CARRY FORWARD TO B. LIST OTHER PERSONS LIVING			[\$	\$	\$	\$	\$
NAME	SEX	AGE	RELATION TO HEAD OF FAMILY	AMOUNT SOURCE INCOME	OF WHI	O BE OSED	ACTUAL CON- TRIBUTION TO FAMILY UNIT
1							
2							
3	29 1 2						
4							
COMPUTE SHARE OF HOUSING:					\$	ID HOUSING)	

(FORM CONTINUED ON NEXT PAGE)

158-30

ANC shall be granted in an amount which is based on the parent's ability to contribute.

If the parent fails to make payments in the amount agreed upon, and the county determines that such failure is due to the parent's financial circumstances, the county shall adjust the grant as indicated. The State will participate in the grant, in those cases where the county must continue to make payments for the care of the children, and the record shows that the county's diligent efforts have failed to secure the parent's contribution in an amount commensurate with his financial ability, or it is shown that the parent is out of jurisdiction of the California courts.

# 2. Determining amount of contribution from parent.

- a. The parent shall be required to complete Form CA 245, July 1945, (Affidavit of Parent of Child Receiving Foster Care), or similar form showing his budgetary needs.
- b. The amount of contribution to be requested from a parent should be the amount of parent's income (from earnings and other sources) remaining after deducting parent's budgetary needs. Income from earnings are gross earnings less involuntary deductions by the employer or U. S. Government.

### c. Method of Payment

The county worker interprets the basis of the charge for care to the foster parents and is responsible for determining the extent to which the parent can be expected to contribute toward the support of child and for the manner in which such contributions are collected and reported.

Where the parent's contributions are made on a consistently regular basis, the amount of the grant (within legal limitations) is the difference between such contribution and the charge for care.

Where the contribution is not made on a consistently regular basis, for example when the earnings fluctuate from month to month, the county may make the full reimbursement to the foster parent and report the parent's contribution as collections. (WAIC 1511, 1560)

# 158-20 DETERMINATION OF AMOUNT OF GRANT FOR CHILD IN HOME OF RELATIVE 158-20 ON BOARD AND CARE BASIS

In order to determine the charge for board and care, it is the responsibility of the county worker to discuss the situation with the non-responsible relative with whom the child is living and to determine to what extent the non-responsible relative is able and willing to meet the requirements of the child. It must be kept in mind that the relative has no legal responsibility to provide for the child and has a right to the full ANC grant provided under the law. During the interview the county worker interprets to the relative the requirements and limitations of the ANC provisions and jointly they arrive at the amount of aid for which application is made. The county shall determine that the financial situation of the relative is such as to assure that the grant in aid will be entirely used for the care of the child. The financial standing of the non-responsible relative is not verified as is the personal property and income of the parent and child.

The county worker has the responsibility for determining the extent to which the parent can be expected to meet his responsibility for support. (See Sec. 158-30 for measurement of parent's ability to contribute toward support, and Sec. 158-10 for use of budget method when relative without adequate means to provide own support, in caretaker of child receiving ANC.) (Waic 1511, 1560)

# 158-30 DETERMINATION OF THE AMOUNT OF GRANT FOR CHILDREN IN BOARDING 158-30 HOMES OR INSTITUTIONS

# A. REQUIRED STANDARDS

- 1. For the child receiving foster care, boarding homes shall meet the requirements for a licensed home.
- 2. For the child receiving institutional care, the institution must be one licensed by or whose standards meet the approval of the SDSW.

# B. PARENT'S RESPONSIBILITY FOR SUPPORT

1. Governing policy relating to parent's contribution.

In cooperation with the parent, the county worker shall determine the amount of contribution to be expected from the parent toward the support of the child.

158-30

	L.	Payments	on debts:	(SPECIFY)	\$\$		
					\$ 83.0	00	
		Total of	"L" · · · ·			\$ 83.00	
	M.	Total ex	penses (other	than for children	n) * * * *		\$ 83.00
6.	Dif	ference b	etween income	and expenses (4	"C" minus	5 "M"	\$ 62.00
7.			expenses for under court	children for who	X	tion is made.  Amount	
	1.2.	Other:	required for (clothing, decreased DENTAL	board and care (ental, etc.)  Total	10.00		
		give \$4	nt toward sup 7.00 and	port of child(ren JULY 1, 1945 DATE OF LAST PAYMENT	) is being	g currently made,	
					SIGNATURE OF	Smith PARENT OR GUARDIAN	
Sub	scri	bed and s	worn to before	e me this 15th	day of	JULY	19 45
Nan	ne	Lac	era Ja	ackson		DEPUTY CO. CL	ERK
	ground.	SIGNATURE C		ED TO ACKNOWLEDGE AN A	FFIDAVIT	TITLE	

158-30

STATE OF CALIFORNIA			DEPARTMENT OF SOCIAL WELFARE
AFFIDAVIT OF	PARENT OF CHILD RE	CEIVING FOSTER C	CARE
ELI IDAVII VI	Aid to Needy Chi		
		County	
I, JOHN SMITH	, living at		SACRAMENTO, CALIF.,
hereby certify that, to the	e best of my knowle	dge and belief_	WILLIAM, MARY & ROGER
living in home of MRES.	NELLIE MONROE		5 CAPITOL AVE., SACTO.
	NAME	RELATIONSHIP	ADDRESS
or institution NAME	OF INSTITUTION	, is/are elig	ible to A.N.C. to wit:
1. Child(ren) and/or parent 2. Child(ren) and/or parent A. Cash (including B. Insurance (case C. Other negotial	t(s) own real prope t(s) own cash and/o ng savings) sh surrender value) ble securities	r securities to	ed valuation of \$ NONE taling \$ 300 200 100 NONE
3. Child(ren) have monthly	y income of \$ NONE	from source or	HER THAN FROM PARENT
		SOURCE - OIL	TEN TOME FROM FARENT
4. I have a monthly income A. Earnings (Gross earnings les (deductions by emp.) B. Other income	• • \$ 145 ss involuntary) loyer or U.S.GOV.)		ACHINE SHOP EMPLOYER
		\$00	RCE
C. Total income			\$145.00
5. My monthly expenses and (If parent pays board at A. Food	and room, leave bla		ove "E"。)
Taxes (monthly a Total of "E"		ents \$	\$ 50.00
F. Board and room (for G. Clothing (for self H. Incidentals and per I. Transportation J. Insurance premiums	rsonal needs		\$ 7.50 \$ 10.00 \$ 12.00 \$ 3.50
K. Other	SPECIFY		· Y
		(Form C	ontinued on Next Page)

# 361-25 (Continued)

361-25

- 7. When in a transferred case, the second county fails to begin aid on the date due. This is necessary to avoid interruption in receipt of aid. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE)
- 8. In ANC, when aid is continuous but due to a change of payee the warrant is issued in the month subsequent to that for which aid is granted. (WAIC 1552.5, 1560, 2140, 2220, 3075, 3076.5, 3460; AGO NS4670; FSSB)

# 361-30 SUSPENSION PROCEDURE OAS. ANB. APSB, ANC

361-30

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid. (W&IC 2220, 3078.5, 3460) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (See Sec. 361-40, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant for a particular month for a current case is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. (See Sec. 36-50, Discontinuance of AID.) Under no circumstances shall an initial payment be suspended. (See Sec. 61-60, INITIAL PAYMENIS.)

Action authorizing the withholding of delivery of warrants under the suspension procedure shall be taken by the board of supervisors not later than the first meeting of the month following that in which delivery of a warrant is withheld.

When eligibility is established and the warrant is delivered on orbefore the last day of the month for which it is issued suspension action is not necessary.

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form Bl 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms Bl 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

361-25

# 361-25 RETROACTIVE AID PAYMENTS BY COUNTY OAS, ANB, APSB, ANC

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (SEE SEC. 611-50, BEGINNING DATE OF AID) except that retroactive aid may be paid by the county in the following types of situations (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS):

- When retroactive aid is granted upon appeal to the SSWB(SEE SEC. 325-75, RETROACTIVE AID.)
- 2. When retroactive initial payments are made because the investigation exceeded the period allowed by law for the particular category of aid as described in Sec. 611-70, Retroactive Initial Payments.
- 3. When a payment has been made for a given amount in conformity with the currently authorized award in effect at the time the payment was made, and it is found that the need for the month had increased. Retroactive aid may be paid provided the increase is approved by the board of supervisors and the supplementary warrant in the amount of the increase is issued and delivered before the end of the first month following that for which the retroactive payment is made. (Aid may not be restored retroactively under this provision.)
  - EXAMPLE A: AN OAS RECIPIENT RECEIVES \$40 IN AUGUST, A \$10 DEDUCTION BEING MADE BECAUSE OF A SON'S CONTRIBUTION. ON SEPTEMBER 5, COUNTY LEARNS THAT SON CEASED HIS CONTRIBUTION IN JULY, AND THAT RECIPIENT HAS HAD NO OTHER INCOME. HE WAS, THEREFORE, ELIGIBLE TO RECEIVE \$50 FOR AUGUST. THE BOARD OF SUPERVISORS MAY GRANT \$10 RETROACTIVE AID FOR AUGUST PROVIDED SUCH ACTION IS TAKEN IN SEPTEMBER AND THE WARRANT IS DELIVERED NOT LATER THAN SEPTEMBER 30.
  - EXAMPLE B: ANC IN THE AMOUNT OF \$85 WAS PAID FOR JANUARY TO MEET THE BUDGETARY DEFICIENCY FOR A FAMILY OF MOTHER AND FOUR CHILDREN. ON FEBRUARY 10, COUNTY LEARNED THAT FAMILY HAD MOVED TO MORE ADEQUATE LIVING QUARTERS AND RENT FOR JANUARY INCREASED BY \$7. THE BOARD OF SUPERVISORS MAY GRANT \$7 RETROACTIVE AID FOR JANUARY PROVIDED SUCH ACTION IS TAKEN IN FEBRUARY AND THE WARRANT IS DELIVERED NOT LATER THAN FEBRUARY 28.
- 4. When a payment in a particular month is made for less than the authorized award for that month and the erroneous payment is corrected within a three-month period, including the month in which the erroneous payment is made. No action by the board of supervisors is necessary. (In case of an erroneous discontinuance aid cannot be restored retroactively under this provision for the reason that there was no authorized award in effect for the month for which payment was due.)
  - EXAMPLE: THE AUTHORIZED AWARD FOR A RECIPIENT OF AND FOR JANUARY 18 \$50. DUE TO AN ERROR, THE RECIPIENT WAS PAID \$40 FOR JANUARY. COUNTY MAY PAY RECIPIENT ADDITIONAL \$10 DUE FOR JANUARY IN FEBRUARY AND NOT LATER THAN MARCH 31.
- 5. When an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. 361-30, Suspension Procedure.
- 6. When a warrant is returned to the county auditor's office because of a change inaddress of the recipient such warrant may be held and retransmitted in the subsequent month to the recipient's new address.

SECURITIES (Continued)

Unlisted securities -- Not listed; as specifically used with reference to the New York Stock Exchange -- admitted to quotation in the unlisted department, that is, admitted to be dealt in on the floor, but not the "regular list."

Unlisted securities are dealt in by many dealers and distributors but satisfactory markets are maintained for but a small percentage of the total number of such securities. There is no official record of unlisted security prices although the better dealers supply newspapers and statistical organizations with quotations on issues in which they are interested. This does not guarantee that they will actually find a buyer or seller at the price quoted. Owners of unlisted securities have little protection in the matter of prices and no fixed standards for the price at which they sell or buy. Frequently, they must sacrifice value when they sell and pay premium prices when they buy.

Stock exchange is a market place for the buying and selling of stocks and bonds. Each exchange establishes rules and regulations both as to the types of securities for which it will provide a market and the specific securities it will admit. The prices of listed securities are recorded on the stock-exchange quotation sheets which are summarized in the daily papers and financial periodicals. Quotations in newspapers do not attempt to include all listed stocks, selected lists only being published ordinarily.

Credit of especially designated types is available to security buyers. A purchaser who finances his operations at a bank usually makes a "collateral loan." If a broker is called upon for financing, the broker borrows from a bank, or through the bank from a corporation and individual. This is also a collateral loan, but is generally known as a "broker's loan." Most broker's loans are callable at the option of the lender, and are therefore spoken of as "call loans."

RESIDUE -- The part of a testator's estate, or of any part thereof, remaining after satisfaction of all debts and previous devises and bequests.

RESTORATION—Formal action granting aid to former recipient of that aid, or on behalf of same child or children, after discontinuance of award for less than 12 months.

REVERSION—The residue of an estate left by operation of law in the grantor or his successors, or in the successors of the testator, commencing in possession on the determination of a particular estate granted or devised. The grant of a life estate or of a term of years, leaves a reversion or right to have the estate revert back to the grantor, upon the termination of the particular estate. The person entitled to the reversion is called the reversioner.

ROYALTY—A share in the profit or profits paid to the owner by one who develops or uses the property. Oil or gas royalties are a percentage (or share) of the oil and gas produced. Thus, a landowner who gives an oil or gas lease may reserve a landowner's royalty; i.e., a percentage of the oil and gas produced for himself. (See Real Property.)

SALARIES AND WAGES -- Remuneration paid for personal services rendered either on full-time, part-time, daily or hourly basis.

SATISFACTION -- Settlement of a claim or demand; discharge of an obligation, as, satisfaction of mortgage.

A satisfaction or release of a mortgage is the instrument of release of the mortgage.

SECTION-Means a section of this Manual unless some law or code is specifically mentioned, and "subdivision" means a subdivision of a specific section of this Manual unless designated otherwise; e.g., Sec. 122-10, Subd. D.

SECURITIES -- Evidences of debt or of property, as a bond, stock certificate, insurance policy, or other instrument, etc.; a document giving the holder the right to demand and receive property not in his possession.

Listed securities are stocks or other securities entered in the list of those officially admitted to dealings on a stock exchange as having furnished proof of legal existence, title to property, and other essentials of good standing. The same privileges in dealings are accorded to the securities (unlisted securities) not included in the list of an exchange.

(Continued on Next Page)

SOCIAL SERVICE EXCHANGES (Continued)

identifying information regarding a family or individual, or providing information to supplement or revise or cancel data contained in previously recorded clearings.

Identifying data is a term used to designate information with which the Social Service Exchange works. This information is composed of full names, including surnames and first names of all members of household, and wife's maiden name; addresses; birthplace; date of birth; race of color; occupation; aliases; present and previous marriages of the individual or family; Social Security number; sex; color of each individual; citizenship; disability; employability may also be included if desired.

Inquiry is a communication from a member agency requesting to be informed as to what other agencies have case records concerning an individual or family in whom it is interested, with the understanding that the inquiring agency has a case record of its own.

Information Only is a communication from a member agency requesting to be informed as to what other agencies have case records concerning an individual or family in whom it is interested, with the understanding that the inquiring agency does not have a record of its own.

Re-inquiry is a subsequent inquiry from an agency concerning same individual or family.

Relative inquiry is an inquiry concerning relatives of family in which inquiring agency is interested. The agency requests to be informed as to what agencies may have records concerning relatives. A relative inquiry may or may not be a part of the original inquiry.

Additional information is a follow up from an agency giving more identifying data than was available at first, or informing the exchange of changes in identifying data which have occurred since original inquiry.

Cancellation is a request from an agency to delete from the exchange card record of the fact that the agency has a case record concerning a given individual or family. It is assumed that the agency has either destroyed its case record or decided that information contained therein is of no use to any other agency.

SEPARATE PROPERTY—All property of the husband (or wife) owned by him (or her) before marriage and that acquired afterwards by gift, bequest, devise, or descent, with the rents, issues, and profits thereof, is his (or her) separate property. The wife may without the consent of her husband, convey her separate property.

Unless the husband has conveyed an interest in such property to the spouse it remains the separate property of the husband. (See COMMUNITY AND SEPARATE PROPERTY.)

SHALL AND MAY -- As used in this Manual, the word "shall" is mandatory and the word "may" is permissive, unless otherwise apparent from the context.

SIGNATURE OR SUBSCRIPTION—Includes mark, when the person cannot write, his name being written near it by a person who writes his own name as a witness; provided, that when a signature is by mark it must, in order that the same may be acknowledged or may serve as the signature to any sworn statement, be witnessed by two persons who must subscribe their own names as witnesses thereto.

SOCIAL SERVICE EXCHANGES—Provide an index to case records of social agencies. Their primary object is to foster coordination in treatment, and planning for the welfare of families and individuals. For this purpose, they act as a confidential clearing bureau, maintaining card indices of names, addresses and pertinent identifying information with respect to case records of families or individuals applying for or receiving assistance or other service from the social agencies or county offices of a community.

Other names by which the exchange is known are Joint Registration Bureau, Registration Bureau, Central Clearing House, Confidential Exchange, and Central Index.

Following are Social Service Exchange terminology definitions:

Clearing is a search made through the exchange or index file following the receipt of a communication by mail or telephone from a member agency, giving

(Continued on Next Page)

# SOURCE OF STANDARDS FOR BUDGET SCHEDULE - ANC (Continued)

### 5. Utilities

Utilities standards are based on allowances set up by various gas and electric companies over a twelve month period, denoting the number of kilowatt hours of electricity used and cubic feet of gas used by families of various sizes. Other fuels such as wood, coal, fuel oil and stove oil, are priced in each local community and the amounts averaged, based on consumption data in that community.

# 6. Household Operations

Household operation standards are based on consumption data recorded by the Bureau of Home Economics and various other agencies throughout the country as to amounts of cleaning materials, household linens, and minor replacement articles such as light bulbs, china, brooms, mops, and the like.

### 7. Insurance

The allowance for insurance is based on the individual family's requirement.

# 8. Transportation

The allowance for transportation is based on the individual family's requirements.

### 9. Major Furniture Replacements

The allowance for major furniture replacements is based on the individual family's requirements.

### 10. Recreation

The amounts are based on the recommendation of a number of private agencies.

### 11. Education and Incidentals

This item is intended to provide for the small extra items needed in each family. It might include, if the family so desires, the cost of a newspaper, magazine, or similar material.

STATE ASSESSED PROPERTY-All property required to be assessed by State Board of Equalization under Sec. 14 of Article XIII of the Constitution and which is subject to local taxation.

## SOCIAL SERVICE EXCHANGE (Continued)

Identification is a term used to describe those inquiries for which a card has been found in the exchange file indicating what agencies have records concerning an individual or family.

GLOSSARY

Report is the answer the exchange makes to the agency's inquiry.

Notification is an immediate routine notice sent to a member agency to inform it that another agency has inquired about a family or individual whom the exchange card indicates is known to the member agency.

SOURCE OF STANDARDS FOR BUDGET SCHEDULE - ANC--In arriving at a standard of adequate care at minimum cost, the basic essentials of a family consist of food, shelter, clothing, household operations, utilities, and certain other items. These are determined by the Home Economics Division of the SDSW, as follows:

### 1. Food

- a. The source of the diet schedule now used is one computed by Dr. Okey of the Home Economics Department of the University of California. Market conditions sometimes make changes necessary in the basic diet schedule, but at all times the diet as computed meets the recommended requirements of the National Research Council for an adequate diet at minimum cost.
- b. The base for the special diet is that of the California Dietetic Association Manual entitled, "Special Diets at Low Cost." The basic foods are priced in each county and the diets computed from the local prices.

### 2. Clothing

The clothing schedule is based on studies made by the Bureau of Home Economics and various consumption data studies made at different universities in the United States. From time to time the SDSW undertakes consumption data studies and surveys, from which survey changes are made in the basic clothing schedules.

#### 3. Personal Needs

Personal needs are based on consumption data studies made by various agencies throughout the United States, and the items are also priced locally in each county.

### 4. Housing

The housing levels are obtained by a random sample check of each county's caseload, and are based on size of family and amount of rental. Standards for property payments, upkeep, and repair are based on Federal Housing Authority recommendations.

(Continued on Next Page)

Certified as a Regulation (or as Regulations) the

MAIN OFFICE 616 K Street Sacramento

LOS ANGELES OFFICE Washington Building 311 South Spring Street

SAN FRANCISCO OFFICE David Hewes Building 995 Market Street

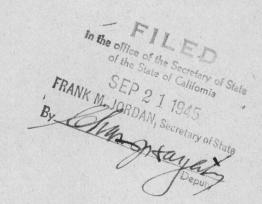
Earl Warren Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG . DIRECTOR

Sacramento September 18, 1945



1297

### MANUAL LETTER NO. 85

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

> Preface Amount of Grant Purpose and General Provisions Continuing Services Statistical Procedures Financial Procedures

Reissued Revision 23 Revisions 28 and 29 Revisions 37 thru 39 Revisions 80 thru 95 Revisions 33 thru 39 Revisions 117 thru 124

Sec. 102-70, Applications and Records Shall be Confidential, now requires notification to the State Department of Social Welfare when a court orders the county welfare department to produce case records under certain circumstances.

Sec. 102-77, Sale of Rules and Regulations by the SDSW, has been added to cover a new legal provision that the Manual of Policies and Procedures shall be sold to the public.

Secs. 361-90, 362-00, 362-05, 362-25, 362-30, 362-40, 362-45, and 363-10 have been revised and Sec. 362-48 has been added to include instructions for preparation of the revised notices of change. Sec. 362-48 replaces Sec. 362-10 which has been deleted.

Secs. 563-42 thru 563-54 are new sections which have been added to insert instructions for completion of revised Forms Ag and Bl 237 (Revised, August 1945). These forms have been revised to include the reporting of institutional care (medical, hospital, or infirmary care in a county institution) of former OAS and ANB recipients. Sections 563-40, 563-50, and 563-60 have been deleted.

Sec. 565-00 has been changed to provide instructions for completion of the revised monthly report of reinvestigations on Form DPA 10 (Revised August, 1945).

Initial supplies of revised Forms Ag 237, Bl 237, Monthly Statistical Report, and DPA 10, Monthly Statistical Report of Public Assistance Reinvestigations, are being sent to the counties under separate cover.

Secs. 627-40 and 627-45 have been revised to include examples of the new maximum grant of \$60 in ANB and APSB and the basis for State participation in ANC allowing up to \$15 for a partial month.

Sec. 627-55 has been deleted and combined with revised Sec. 627-50. Under the revisions to this section and Sec. 627-85 a maximum of \$15.00 State funds is allowable in partial months' payments in ANC.

Revised forms with case examples to comply with revisions to Secs. 627-40, 627-45,627-50, and 627-85 will be issued when received from the printer.

The effective dates of additions, revisions, and deletions to the Manual which were acted upon by the State Social Welfare Board on August 23,1945, are listed as follows:

#### Revisions:

### Additions:

Sec. 102-70 151-30 152-00 153-10 157-15 361-90 362-00 362-05 362-25 362-30 362-40	Sept. 15, 1945 Sept. 15, 1945	Sec. 102-77 362-48 563-42 563-44 563-46 563-48 563-52 563-54	Sept. 15, 1945 Sept. 15, 1945
362-45 363-10	Sept. 15, 1945 Sept. 15, 1945	Deletions:	
565-00	Operative for reports covering October, 1945.	Sec. 362-10 563-40 563-50	Sept. 15, 1945 Sept. 15, 1945 Sept. 15, 1945
611-90 611-95 627-40 627-45 627-50 627-85	Sept. 15, 1945 Sept. 15, 1945 Sept. 15, 1945 Sept. 15, 1945 Sept. 15, 1945 Sept. 15, 1945	563 -60	Sept. 15, 1945

The issuance of this material renders obsolete the following bulletins: Bulletins 254 and 254-A.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

102-70 (Continued)

102-70

In ANB and APSB, all papers and records pertaining to his case on file in the SDSW or in the county office shall be open to inspection at any time during business hours by the applicant or his attorney or agent.

County welfare departments may receive a subpoena or other order from a court requiring that given records be produced. Unless it is readily apparent that the Court order was issued for a purpose directly connected with the administration of aid, the county shall immediately upon receipt of such order telegraph or telephone such information to the SDSW in Sacramento. If necessary, the SDSW will then communicate further with the county to ascertain the purpose for which the records are required.

Should it appear that the Court order requiring that given records be produced is for any purpose not directly connected with the administration of aid, the SDSW will immediately acquaint the Attorney General with all of the available facts in order that he may take appropriate action to safeguard the confidential nature of the categorical aid records mentioned in the Court order.

In CAS see Sec. 102-73, Release of Information in Disputed Cases, for provisions regarding release of information in cases of dispute.

Any violation of the provisions set forth in Sec. 118 of the W&IC constitutes a misdemeanor. (W&IC 118, 1560, 2140, 3075, 3460, 3079)

### 102-73 RELEASE OF INFORMATION IN DISPUTED CASES OAS

1 02 -73

In case of dispute regarding OAS the application (Form Ag 200) and supporting documents pertaining to his case on file in the SDSW or in the county or elsewhere shall be open to inspection at any time during business hours by the applicant or recipient or by his attorney or agent upon proof of his designation as such attorney or agent. (W&IC 2014)

"Dispute" refers to any situation in which the applicant or recipient or his designated representative is in disagreement as to the grant of aid, as to reasons for denial of aid, as to the dates on the application or other documents, or any other facts relating to the application, grant or denial of aid.

"Supporting documents" refers to documents necessary to determine the grant or denial of such grant, and include the following:

- 1. Application (Form Ag 200) and Recipient's Affirmation of Eligibility (Form Ag 206).
- 2. Verification of age, residence, citizenship.
- 3. Verification of ownership of real or personal property, cash etc.
- 4. Verification of income.
- 5. Certificate of Eligibility (Form Ag 201) reporting the action of the board of supervisors on the application and Notices of Change (Form Ag 232) reporting increase, decrease, discontinuance, or restoration of an award. (W&IC 2140)

### 102-70 APPLICATIONS AND RECORDS SHALL BE CONFIDENTIAL OAS, ANB, APSB, ANC

102-70

No person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving public assistance.

Applications and records concerning any individual made or kept by any public office or agency shall be confidential and shall not be open to examination for any purpose not directly connected with the administration of the OAS, ANB, APSB or ANC laws. Upon request of the applicant, recipient or appellant, or the designated agent of such person, information shall be released.

The person requesting information as the authorized agent of the applicant, recipient or appellant shall have written authorization from such person for release of information from the record. The period of time for which an authorization is effective is dependent upon its wording. An authorization reading in part, "application and/or, aid and/or appeal" is good until revoked, while an authorization reading "relating to my appeal" refers only to the appeal, and automatically expires at the time of disposition of the appeal. The material to be released to the agent depends likewise upon the content of the authorization.

Information other than as above provided may be released:

- 1. When it is requested by a public or private social welfare or health agency which fulfills the following conditions:
  - a. The agency, as a part of its usual duties, makes social investigations for the purpose of rendering social service.
  - b. The agency maintains adequate standards for the protection of confidential information.
  - c. The agency will use the information only for the purposes for which it is made available, such purposes to be reasonably related to the purposes of the assistance program and the functioning of the inquiring agencies.
- 2. When the request is for research purposes provided that such research will not result in the disclosure of the identity of the applicant or recipient.
- 3. When it is requested by a selective service board provided there is assurance of reasonable precaution to protect the confidential nature of records by that board.

An authorization may be made to an individual, corporation or association. Such authorization shall be honored provided the person presenting it is identified, to the satisfaction of the county, as being the individual or a bona fide representative of the corporation or association.

When, in a verbal discussion, the applicant, recipient or appellant is present with the purported agent written permission authorizing release of information to the agent is not necessary.

### 102-80 TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE ANC

102-80

A county may transport children who are receiving or are eligible to receive ANC to proper homes outside the State when such homes are offered. The State shall pay one-half of the total expense necessarily incurred in effecting such transportation. (See Sec. 235-95, INVESTIGATION OF TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE.) (W&IC 1580)

### 102-90 VIOLATION OF PROVISIONS OF OAS LAW

102-90

Any person who knowingly violates any provision of the OAS Law for which no penalty is specifically provided is guilty of a misdemeanor. (W&IC 2008)

### 102-75 RECORDS AVAILABLE FOR PUBLIC USE OAS

1 02 -75

The OAS law, and all regulations of the SDSW relating to OAS shall be available for inspection by the general public in every county welfare department office (including district offices) and in such additional offices as the board of supervisors may designate. (WEIC 2015)

This file marked "For Public Use" shall contain the following material:

- 1. Copy of the OAS law.
- 2. Copy of Division 1, of the W&IC Administration of Welfare and Institutions, Chapter 1, SDSW.
- 3. Manual of Policies and Procedures of the SDSW.
- 4. Department Bulletins not superseded by rulings appearing in the Manual of Policies and Procedures.

It is the responsibility of the county to keep the "For Public Use"file up to date. Inspection by the general public shall be made on the premises. (Wall 2140)

### 102-77 SALE OF RULES AND REGULATIONS BY THE SDSW OAS, ANB, APSB, ANC

102-77

The SDSW has available for sale to the public at cost copies of the rules and regulations relating to OAS, ANB, APSB, and ANC. Copies of these rules and regulations may be secured from the SDSW for \$6.00, plus sales tax. The SDSW provides an annual subscription service to assure purchasers of the rules and regulations prompt receipt of additions and revisions to the rules and regulations for an annual subscription price of \$2.35, plus sales tax. Certified or cashier's check or money order should be made payable to the SDSW and forwarded to the SDSW. (WAIC 114.5, 1560, 2140, 3075, 3460)

### 151-30 DEFINITION OF EXEMPT INCOME IN APSB

151-30

Exempt income means the combined net income from all sources (except that from general relief which is granted for any part of the period covered by the first APSB warrant)up to \$800 a year which may be received without deduction from the grant. Net income shall be determined by deducting from the gross income the expenses which are incident to its receipt. (See Income Chapter Secs. 150-00 thru 153-80, 610-90, Duplication of GR (also known as IN) and Public Assistance Payments, and 157-85, Method for Determining the Amount of Grant in APSB.) (W&IC 3460, 3472)

### 151-40 DEFINITION OF SMALL INTERMITTENT INCOME IN ANC

151-40

Small, intermittent income is that income which is received in small amounts, without sufficient regularity to be counted in partially meeting the recurring budgetary requirements as determined for the family.

The grant shall not be decreased because of the receipt of small intermittent income.

Such income may include:

- 1. Income from parents occasional employment;
- 2. Occasional earnings of children in the fruit, and other odd jobs;
- 3. Occasional rent of rooms;
- 4. Small gifts in cash or in kind;
- 5. Other similar types of irregular income. (H&IC 1560)

### 151-00 DEFINITION OF INCOME OAS, ANB, APSB

151-00

Income, other than casual income, is that which is actually available (not potential income) and which is received with sufficient regularity to form a basis on which the recipient may with security plan the necessary expenditures for his maintenance. Income means net income, i.e., that amount which remains after allowing for all normal items of expense incident to its receipt. Income may be in cash or it may be the value of a contribution in kind which materially assists the recipient in meeting his recurring basic needs, such as free rent, free board and room maintenance, etc.

Current income is that which is received in the current month or during the two months immediately preceding the current month. Regardless of the period over which it accrued it shall be considered income in the month received.

(SEE SECS. 151-30, DEFINITION OF EXEMPT INCOME IN APSB, AND 150-40; DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.) (W&IC 2140, 3075, 3460)

### 151-10 DEFINITION OF INCOME IN ANC

151-10

Income is that which is actually available (not potential income). Income means not income after allowing for all normal items of expense incident to its receipt. (See Sec. 151-40, Definition of Small Intermittent Income in ANC.) (Wall 1560)

### 151-20 DEFINITION OF RESOURCE OAS, ANB, ANC

151-20

A resource is a holding of either real or personal property. The value of the "use of resources" means the net return from the resource and not the value of any capital portion of it. (See Sec. 150-40, Definition of Casual Income and Inconsequential Resources.) (W&IC 1560, 2140, 3075)

152-00 (Continued)

152-00

Principal payments on encumbrances are not deducted when determining net income from real property except as provided in Sec. 152-10.

Net rental from property in which life estate is held shall be considered income. Net rental paid by one who is a responsible relative of the owner or the life tenant is interpreted as rental from property owned rather than as a contribution from a responsible relative. (WAIC 1560, 2140, 3075, 3460)

Under the ordinary life estate agreement the life tenant is assured occupancy of the property, is entitled to all the income therefrom and is responsible for payment of taxes, upkeep and other obligations to keep the property in good condition. In OAS, ANB, APSB, and ANC, when expense items for which the life tenant is responsible are paid by another, the amount thereof represents income. (W&IC 1511, 2020.01, 3084, 3472; CC 818, 840)

Payments made in accord with a life estate agreement which stipulates that the remainderman shall be responsible for the payment of certain expenses do not represent contributions to the life tenant. When property in which life estate is held was encumbered by the remainderman either before or after the creation of the life estate, encumbrance payments made by the remainderman shall not represent income to the life tenant.

When the existing life estate agreement is a verbal agreement only, it is advisable that it be confirmed in a notarized written statement signed by the remainderman and the life tenant and that a copy of such agreement be filed in the county welfare department record. (Wall 1560, 2140, 3075, 3460)

In OAS, ANB, and APSB, the value of the free use and occupancy of property during the statutory redemption period of one year following a foreclosure sale represents income. (AGO NS3033, NS3033A; W&IC 3472)

That portion of payments from the sale of real property, sold under contract of sale, title not passing, which represents principal payments is considered conversion of property from one form to another. (See Sec. 146-00, Conversion of Property.) Any interest included in such payments represents income. Allowance shall be made for interest payments on prior encumbrances, in order to determine the amount of net income. (W&IC 1560, 2140, 3075, 3460; AGO NS4943)

Net income from real or personal community property shall be shared equally with the spouse, whether eligible or ineligible. This does not apply to income from separate property owned by either spouse. (W&IC 1560, 2140, 3075, 3460)

151-95 (Continued)

151-95

When need in excess of \$50 has been established and the recipient has income from agricultural labor, so much thereof as is necessary to reduce the grant to the July, 1943, amount represents deductible income. The remaining income, if any, from agricultural labor is exempt. (WAIC 2020.25, 2140; US 781H CONGRESS PUBL 45; FSSB)

Example E: In July, 1943, the OAS grant was \$45 due to occupancy value. In September, 1943, total need was determined to be \$60 and the grant was increased to \$50 effective September 1, 1943. In May, 1944, the recipient begins to receive agricultural income of \$30 a month. The first \$10 of this amount plus the occupancy value represents income to be considered in determining the grant. The grant is reduced to \$45 (\$60 - \$15) and the balance of the agricultural income is exempt.

The net income from crops or other farm products produced on property owned or on property rented or leased to a recipient constitutes income from agricultural labor. When the land is the community property of a couple or the rented or leased property is operated by a couple as a joint enterprise each shall be considered to have a one-half share in the net income.

If all or any part of the agricultural income of a recipient who is employed by a third party is exempt so far as the earner is concerned it shall not affect the grant of the other spouse. If the recipient who is the earner is not entitled to exempt agricultural income the degree to which the spouse benefits from such income shall be determined as provided in Sec. 153-80, Allocation of Income to Spouse.

The degree to which a recipient benefits from income of an ineligible spouse who is employed in agricultural labor by a third party shall be determined in exactly the same manner as when an ineligible spouse has earnings from any other type of employment. (See Sec. 172-00, INVESTIGATION OF RESPONSIBLE RELATIVE WITHIN STATE) (WAIC 2140)

### 152-00 NET INCOME FROM REAL PROPERTY OAS, ANB, APSB, ANC

152-00

Net income from real property, other than the net value of occupancy of homes owned by recipients of OAS, ANB and APSB is that income which is available for the support of the applicant or recipient, or in ANC, the child or children, after deducting any expense in obtaining it, such as taxes, interest, upkeep and assessments. (See Sec. 152-10, Occupancy Value of Homes Owned By RECIPIENTS)

Taxes, assessments, interest, etc., are a matter of record and are deducted in the amount required. The amount to be deducted for upkeep and repairs of each unit of rental property shall be determined in accordance with either of the following methods:

- 1. Deduct the amount actually expended for upkeep and repairs for each unit or
- 2. Deduct 15% of the gross monthly rental value plus \$4.17 a month for each unit. When this method is used, no additional allowance is made to cover actual expenditures for upkeep and repair.

153-40 (Continued)

153-40

inclusive would indicate the receipt of a lesser amount than that awarded by the court:

- 1. A showing that the court order is not enforceable because the person ordered to pay is unable to do so;
- 2. The court granting the award no longer has jurisdiction;
- 3. A showing that a request has been made of the court for enforcement of the order. (W&IC 1560, 2140, 3075, 3460)

### 153-50 ALLOTMENTS FROM INMATES OF PENAL INSTITUTION OAS, ANB, APSB, ANC

153-50

Allotments from inmates of penal institutions as provided in Secs. 2763 and 2780 of the Pen. C. shall be considered as income in the month received and adjustment of the grant made according to the policy of the respective category of aid.

Sec. 2763 of the Pen. C. requires that the State Department of Public Works shall pay the dependents on OAS, ANB, APSB or ANC of an inmate employed in a State prison road camp, a monthly sum from the net credit to each inmate's account as provided below. The amount paid shall be that which the State Department of Public Works estimates will equal, but not exceed, two-thirds of his total credit during the period of his employment. Immediately prior to, or upon the termination of, the employment of any inmate for any reason, any additional payment becessary to bring the total amounts paid to such dependents up to two-thirds of the inmate's net credits shall be made. No payment shall be made to dependents until there is a net credit to the inmate's account of at least \$25. No payment shall be made to dependents which will reduce the net credit below the sum of \$25. When an inmate's dependents are not receiving aid the inmate may voluntarily designate the persons to receive his allotment.

Under the provisions of Sec. 2780 of the Pen.C., the Divisions of Forestry, Parks, and Fish and Game of the Department of Natural Resources and the Division of State Lands in the Department of Finance may use inmates of State penal institutions in camps. Federal officials may also use inmates of State penal institutions to perform necessary and proper work in national forests and parks.

When inmates are paid for their labor under Sec. 2780 of the Pen. C., the Prison Board shall monthly pay two-thirds of the net credit to each inmate's account, to those dependents who are receiving OAS, ANB, APSB or ANC. When the dependents are not receiving one of these forms of aid such inmate may, by signing a written order, direct the Prison Board to pay an amount, not exceeding two-thirds of his net credit to such dependents as he designates, according to Pen. C., Sec. 2784. It further provides that when an inmate is discharged, while at a camp, all sums due him shall be paid upon release. When an inmate is returned to a penal institution or released on parole, his net credits shall be paid to the warden of his penal institution and by him paid to the inmate, as prescribed by the Prison Board.

The California Institution for Men at Chino is the only penal institution which has a forestry camp at present. Pending establishment of other camps, Folsom, San Quentin and the road camps connected with these institutions are assigning inmates to combat fires in emergencies on a day to day basis.

(Section Continued on Next Page)

### 152-90 VALUE OF CONTRIBUTIONS IN KIND OAS, ANB, APSB

152-90

The value placed upon rent, utilities, food or other items of support contributed in kind to an applicant may not be in excess of an amount which will permit the recipient to meet his other needs, such as incidentals, transportation, etc. While due consideration shall be given to the value of the item of need which is received in kind the value so placed in non-budget OAS cases and in ANB and APSB cases shall not exceed \$15 for rent and utilities, \$17 for food, and \$32 for room and board. These represent ceiling limits. When it is determined that the value of the item is less, the lesser amount shall be used. (W&IC 2140, 3075, 3460)

### 1.53-00 EVALUATION OF INCOME IN KIND IN ANC

153-00

When income in kind, representing a portion of a budgetary item, is received with sufficient regularity to be counted toward meeting continuing needs such income should be evaluated by the county and the estimated value determined on a monetary basis. Income from home produced food, which is irregular and can not be depended upon, shall not be considered. When income in kind is a total budgetary item, such as free rent and free board, no evaluation shall be placed on this income as the corresponding items would not appear in the budget. Medical care is not considered aid in kind. (WAIC 1560)

#### 153-10 GIFTS AS INCOME OAS, ANB, APSB

153-10

Gifts in cash or the value of items of support in kind such as board, room, clothing, etc., received from others, including public or private agencies, fraternal, benevolent and non-profit organizations, or private institutions having no legal obligation for support, represent income. In OAS and ANB gifts which have no significance in meeting the continuing needs of the recipient and which have been determined to represent casual income shall not be considered in determining the grant of aid. In APSB, when gifts are received the value thereof is subject to the \$800 exemption. (See Secs. 150-50, Types of Casual Income, and 152-60, Offer of Support as Income.) Gifts of items of personal property such as the gift of a radio, refrigerator, chair, etc., do not represent income. (WAIC 2020, 2140, 3075, 3084, 3460, 3472)

### 153-40 INCOME FROM COURT ORDERS OAS, ANB, APSB, ANC

153-40

When there is a court order for full or partial support of the applicant or recipient (or the child in ANC) he shall be presumed to have income in the amount awarded by the court. This presumption shall be considered to have been rebutted where the amount received as a result of the court order is less than the amount so ordered and only the amount received shall be considered income.

The case record shall show the date and provisions of the court order. When a determination is made that no amount or a lesser amount than that awarded by the court is received, the case record shall show the facts upon which that determination is based. The following situations although not necessarily all-

### 157-15 METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB

157-15

After the exempt income exceeds \$800 in a given year, an adjustment shall be made in the amount of aid and the total net income including aid shall not exceed \$60 per month (See Sec. 361-15, Adjustment in Amount of Grant) for the balance of the year. Exception: If the recipient is making an allocation to a spouse, no adjustment shall be made until the support of the spouse has been met, but in no event shall the amount allocated to the support of the spouse exceed \$800 in any given year. Such allocation shall not be made until the recipient has had his full maximum of \$800 exempt income. (See Sec. 153-80, ALLOCATION OF INCOME TO SPOUSE.)

An APSB recipient may have net income up to \$800 from exempt sources without affecting the maximum monthly grant of aid, unless a smaller grant must be given because of general relief which is granted for any part of the period covered by the first APSB warrant. (See Sec. 610-90, DUPLICATION OF GR (ALSO KNOWN AS IN) AND PUBLIC ASSISTANCE PAYMENTS.)

An applicant (including original applications, restorations, transfers from ANB, and reapplications) for APSB who has a regular monthly net income in excess of \$126.67 a month (\$800 yearly income-\$66.67 a month plus \$60 maximum monthly grant) is deemed to have income sufficient to provide a reasonable and decent standard of living and is ineligible to aid, even though he has a spouse without other means of support. (Walc 3460, 3472)

## 157-05 PROVISIONS OF W. & 1. CODE REGARDING DETERMINATION OF AMOUNT OF GRANT IN APSB

157-05

The amount of aid to which any applicant for APSB shall be entitled shall be, when added to the net income of the applicant from all other sources, \$60 per month. Net income from any of the following sources of a combined total value not exceeding \$800 per annum shall not be considered for any purpose:

- 1. Income from applicant's labor or services;
- 2. The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- 3. The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- 4. The value of gifts;
- 5. The value of the use and occupancy of premises owned and occupied by the applicant;
- 6. The net income from real and personal property owned by the applicant. Income in addition to the above specified shall be computed on the basis of net income. (W&IC 3472)

Free board and lodging supplied to an applicant for APSB because of his necessity therefor, by a friend or relative who is not responsible for his support or who is financially unable to support him, shall not be a ground for refusing aid. (W&IC 3449)

The county board of supervisors shall investigate, annually or oftener, the qualifications of the blind persons receiving aid under the provisions of this chapter and may increase or decrease the allowance within the limits prescribed in this chapter, or, if the board is satisfied that any person receiving such aid is not entitled thereto, it shall deny him further aid and shall forthwith notify the county auditor and the Chief of the Division for the Blind in the SDSW of such action. The person receiving aid, however, shall have the right of appeal to the SSWB from such action. (See Secs. 151-30, Definition of Exempt Income In APSB, AND 157-15, METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB.) (Walk 3089, 3460)

### 362-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE OAS, ANB, APSB

362-00

The Notice of Change (Form Ag, Bl 232), except as it provides for identifying information, is divided into sections, which are designated as Sections I, II. III and IV.

Section I is used to report information regarding:

- 1. Type of change affecting the individual recipient. This includes decrease, increase, restoration or discontinuance of the individual's grant, and a change in the individual's need and/or income although such change requires no grant adjustment. On Bl 232, transfer from ANB to APSB or vice versa is reported in this section. (See Sec. 362-20, REPORTING TRANSFER FROM ANB TO APSB OR VICE VERSA ON NOTICE OF CHANGE, SECTION 1.)
- 2. Reason for change.

  See Sec. 362-30, Reporting Reason for Change on Notice of Change.

  The reason for discontinuance of aid to the individual is not recorded here but shall be shown in Section II of Form Ag, Bl 232.

  Instructions for completion of Section II of the Notice of Change are given in Sec. 362-40 for OAS and 362-45 for ANB and APSB.

Section III is used to request payment to the county for hospital or infirmary care rendered to former recipients, and to request that such payment to the county be discontinued. (See Sec. 362-48, Reporting Payment to County for Institutional Care on Notice of Change, Section III)

Section IV is used to report action of the board of supervisors. (W&IC 2140, 3075, 3460)

362-05 INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE, SECTION I
OAS, ANB, APSB

362-05

#### DECREASE, INCREASE, OR RESTORATION:

- Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease", "Increase", "Restoration", etc.
- Column 2. Enter the date from which the change is effective, e.g., 8/1/45. When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, the month for which the retroactive payment was made should be entered in Column 2.
- Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (When aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the prorated amount shall be entered.)

When retroactive aid is paid as provided in Sec. 361-25, Retroactive Aid Payments by County, enter the monthly rate of aid granted from the effective date shown in Column 2.

### 361-90 NOTIFICATION TO SDSW OF CHANGE IN GRANT OAS, ANB, APSB, ANC

361-90

The Notice of Change (Form Ag, Bl, CA 232) shall be forwarded to the SDSW as soon as possible but not later than 15 days after board of supervisor's action. The SDSW considers claims on the basis of information at hand at the time claims are audited and approved for payment. Delay in submission of Form Ag, Bl, CA 232 may result in loss of Federal and State participation.

\* separate Form Ag, Bl, CA 232 shall be used for each case. The following chart shows the number of copies to be submitted. (W&IC 1560, 2140, 3075, 3085, 3460)

NUMBER OF COPIES OF NOTICE OF CHANGE (FORM AG, BL, CA 232) SENT TO SDSW  Type of Change Number of Copies							
Type of Change	OAS	ANB	APSB	ANC			
Discontinuances	2	2	2	2			
Restorations	2	2	2	2			
Increases	1	1	1	1			
Decreases	1	1	1	1			
Changes in need or income, no change in grant (See Sec. 362-25)	1	1	ca	-			
Payment to county for institutional care (See Sec. 362-10)	2	2	-	-			
Transfer from ANB to APSB or vice versa (See Sec. 362-20)	0.00	2	2	-			
Change of Payee (See Sec. 363-20)	-	-	-	2			
Cancellation of Warrants under Special Suspension Procedure (See Sec. 361-30)	2	2	2	2			
Change in School Status* (See Sec. 235-20)	-	-	-	1			
Change in name of recipient* (See Sec. 362-30)	1	1	1				
Change of guardianship status* (See Sec. 230-60)	1	1	1	-			

<sup>\*</sup>Action of board of supervisors on Notice of Change is not necessary.

362-05 (Continued)

362-05

One Form Ag, Bl 232 may be used to report two actions of the board of supervisors on the same case provided both actions occur on the same day.

Example: In ANB aid is increased on Oct. 15, effective Nov. 1, due to verified need in excess of \$60. On the same date, the board of supervisors decreases aid effective Dec. 1, as the excess need exists for only one month.

When one Form Ag, Bl 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action of the board of supervisors is reported opposite "Restoration".

In OAS and ANB discontinuance of payment to the county for hospital or infirmary care and the restoration of aid may be reported on the same Form Ag, Bl 232 unless there is a delay in the restoration of aid to the former recipient, in which case separate forms are necessary. There shall be no overlapping of payment to the county for institutional care and payment of aid to the individual. (See Sec. 215-00, RESTORATION OF AID.) (WAIC 2140, 3075, 3460)

## 362-20 REPORTING TRANSFER FROM AND TO APSB OR VICE VERSA ON NOTICE OF CHANGE, SECTION I ANB, APSB

362-20

- Column 1. Indicate by check whether recipient is being transferred from ANB to APSB or from APSB to AND.
- Column 2. Enter the beginning date of aid under the program to which the recipient is being transferred.
- Columns 3, 4, 5, 6, and 7. See Sec. 362-05, Instructions for Recording on Notice of Change, Sec. I.

Discontinuance of aid under the program from which the recipient is being transferred should be reported in Section II, Items A and D-17. (See Secs.351-57, Transfer Procedure from ANB to APSB or vice versa, and 362-45, Discontinuance of Payment, Section II of the Notice of Change) (Walc 3075, 3460)

#### 362-05 (Continued)

362-05

- Column 4. Enter the total of all income received other than the CAS, ANB, or APSB grant. (When need in excess of \$50 in CAS or \$60 in ANB has not been established, the sum of Column 3 and Column 4 shall total \$50 in CAS and \$60 in ANB. The total may not exceed or be less than these amounts.)
- Column 5. Enter sources from which income other than OAS, ANB, or APSB is received and amount received from each; e.g., son John contributes \$5.00 a month. The total of amounts of income from individual sources, as shown in Column 5, should agree with the figure entered in Column 4.
- Column 6. No entry is made unless the total verified need exceeds \$50 a month in OAS or \$60 in ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$65 a month this amount is entered in Column 6.
- Column 7. Except when, in OAS, total need is established on a budgetary basis, report in OAS and ANB the nature and total cost
  of each item which causes the total need to exceed the basic
  grant, and the method of verification, e.g., new roof \$80;
  payments \$8.00 a month. Verified by contractor. When in
  OAS total need is established by use of the budgetary method,
  enter "Form Ag 241 on file".

#### Transfer from ANB to APSB or from APSB to ANB:

See Sec. 362-20, Reporting Transfer From ANB to APSB or Vice Versa on Notice of Change, Section I.

#### Discontinuance:

Enter in Column 2 the effective date of the discontinuance. Other columns in Section I are left blank. Section II shall be completed for each discontinuance of aid to the individual.

#### Change in Need or Income. No Change in Grant:

See Sec. 362-25, Change in Need Or Income - No Change in Grant.

#### Reason for Change:

See Sec. 362-30, Reporting Reason For Change on Notice of Change.

### 362-30 REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE OAS, ANB, APSB

362-30

When the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective it need not be repeated under this heading. Report any additional information in this space. When a recipient's aid is discontinued the reason shall be reported in Section II of Form Ag, Bl 232.

Change of an OAS, ANB, recipient's name or APSB, due to marriage, court order, or for other reasons, shall be reported to the SDSW under "Reason for Change."

Certain changes in guardianship status in OAS, ANB, and APSB shall be reported under "Reason for Change" in accordance with Sec. 230-60, Guardianship.

The month or months for which suspended payment was cancelled as provided in Sec. 361-33, Cancellation of Warrants for Months During Which Recipient was Ineligible Under Suspension of Grant Procedure, shall be reported under "Reason for Change".

In reporting restoration following release from a public institution, the exact date of release shall be reported here. In reporting restorations for other reasons, information should be entered here as to the exact date and the reason the recipient became eligible subsequent to discontinuance of aid. (See Sec. 215-00, Restoration of ALD.)

In OAS when reporting restoration of aid following a discontinuance because of employment, report the date the recipient's request for restoration of aid was signed.

In ANB and APSB when reporting a change from ANB to APSB or vice versa, detailed information regarding the change in type of aid shall be given under "Reason for Change". In APSB this shall include information regarding plan for achieving self-support. (W&IC 2140, 3075, 3460)

### 362-25 CHANGE IN NEED OR INCOME - NO CHANGE IN GRANT OAS, ANB

362-25

When income is applied toward verified total need in excess of the statutory maximum, it shall be reported on the Notice of Change (Form Ag, Bl 232) even though the computation of the grant on the basis of need in excess of \$50 in OAS and \$60 in ANB may result in no change in the amount of the aid payment. So long as the need continues to be in excess of these amounts it is not necessary to report subsequent changes in the total need or the income, or both, until such change requires adjustment of the aid payment.

EXAMPLE A: A RECIPIENT HERETOFORE WITHOUT INCOME IS RECEIVING \$50 OAS. IN FEBRUARY HE RECEIVES \$10 NET INCOME FROM RENTAL. TOTAL NEED IS VERIFIED AS \$62. ALTHOUGH THE GRANT REMAINS THE SAME, FORM AG 232 REPORTING THE COMPUTATION OF THE GRANT ON THE BASIS OF NEED IN EXCESS OF \$50 SHALL BE SUBMITTED. THE INFORMATION IS RECORDED ON FORM AG 232 OPPOSITE "CHANGE IN NEED OR INCOME - NO CHANGE IN GRANT" AND THE DATE SHOWN IN COLUMN 2, IS THE DATE FROM WHICH INCOME IS APPLIED TOWARD NEED IN EXCESS OF \$50.

EXAMPLE B: ON DECEMBER 1, A RECIPIENT OF AND BEGINS TO RECEIVE INCOME OF \$12 A MONTH AND HIS TOTAL NEED IS ESTABLISHED AT \$75. ALTHOUGH HE HAS RECEIVED \$60 AID, FORM BL 232 REPORTING COMPUTATION OF THE GRANT EFFECTIVE DECEMBER 1, ON THE BASIS OF NEED IN EXCESS OF \$60 SHALL BE SUBMITTED. IN FEBRUARY THE INCOME INCREASES TO \$16 A MONTH, BUT TOTAL NEED IS ESTABLISHED AS \$78 A MONTH. THE SUBMISSION OF FORM BL 232 TO REPORT A CHANGE IN THE INCOME AND THE NEED IS NOT NECESSARY AS THE GRANT REMAINS THE SAME. IN MARCH THE INCOME INCREASES TO \$25 A MONTH, BUT TOTAL NEED REMAINS THE SAME. APPROPRIATE ADJUSTMENT IN THE GRANT SHALL BE REPORTED BY SUBMISSION OF FORM BL 232.

When the grant has been computed on the basis of need in excess of \$50 in OAS and \$60 in ANB and subsequently the grant is determined by deducting the income from the statutory maximum because need is no longer in excess of such amounts, or when the income has ceased, Form Ag, Bl 232 reporting the change in method of grant computation shall be submitted. (W&IC 2140, 3075)

EXAMPLE C: AN OAS GRANT OF \$50 HAS BEEN REPORTED, THIS BEING THE DIFFERENCE BETWEEN ESTABLISHED NEED OF \$60 AND \$10 INCOME. THE INCOME CEASES. ALTHOUGH THE GRANT REMAINS \$50, INCOME IS NO LONGER APPLIED TOWARD TOTAL NEED IN EXCESS OF \$50. FORM AG 232 REPORTING THE CHANGE BASIS OF THE GRANT COMPUTATION SHALL BE SUBMITTED.

362-40 (Continued)

362-40

- Item C6. Old age retirement benefits-Check if aid was discontinued because of payment of monthly OASI to the recipient as a retired worker or as the wife (not widow) of an insured worker.
- Item C7. Survivors' benefits -- Check if aid was discontinued because of the payment of monthly OASI to the recipient as survivor (widow or parent) of an insured worker.
- Item C8. Earnings of recipient--Check if aid was discontinued because of earnings of the recipient.
- Item C9. Earnings of spouse -- Check if aid was discontinued because of the receipt of support from earnings of recipient's husband or wife whether or not the earnings were considered community property.
- Item ClO. Other resources of spouse--Check if aid was discontinued because of support from separate income of the spouse, i.e., rental of spouse's separate property, or separate income from any source other than earnings of the spouse.
- Item Cll. Contributions from adult children in home--Check Item Cll-A or Cll-B if aid was discontinued because of the receipt of support from adult children living in the home. Check Item Cll-A if such support was derived from earnings of adult children. Check Item Cll-B if it was derived from resources of adult children other than earnings; e.g., rental of property, employee's pension, etc.
- Item C12. Contributions from other persons in home-Check Item C12-A or C12-B if aid was discontinued because of contributions from persons living in the home, other than the spouse or adult children. Check Item C12-A if such support was derived from earnings. Check Item C12-B if it was derived from resources other than earnings; e.g., rental of property, employee's pension, etc.

Do not check Item C12-A or C12-B if the income was derived from roomers and/or boarders in the household; discontinuance under these conditions should be entered under Item C8 if the recipient is responsible for management of the household, or under Item C9 if the spouse is responsible for management of the household.

- Item Cl3. Contributions from adult children outside of home-Check if aid was discontinued because of support from adult children not living in the home. Do not check Item Cl3 for discontinuance resulting from receipt of military allotments or allowances; such discontinuances should be reported in Item Cl5.
- Item C14. Contributions from other persons outside of home--Check if aid was discontinued because of support from persons not living in the home, other than the spouse-or adult children. Do not check Item C14 for discontinuance resulting from receipt of military allotments or allowances; such discontinuances should be reported in Item C15.

- 362-40 DISCONTINUANCE OF AID TO THE INDIVIDUAL RECIPIENT, SECTION 11, 362-40 OF NOTICE OF CHANGE
- Item A. Date ineligibility discovered--Enter the date on which the facts causing discontinuance of aid to the recipient came to the attention of the county.
- Item B. Date of last previous county investigation—Enter the date on which the county investigation preceding the one resulting in discontinuance of aid to the recipient was completed.
- Item C. Reason for discontinuance of aid to recipient--Only the principal reason for discontinuance shall be checked. When in doubt as to the principal reason for discontinuance, check the reason which first came to the attention of the county and note the additional reasons under Remarks. For example, if the recipient died and it was subsequently discovered that he had been ineligible because of excess property, Item Cl should be checked and a notation regarding the excess property made under Remarks (See Sec. 671-10, Discovery of Excess Property or Income Subsequent to Recipient's Death). When discontinuance is due to increased support from several sources, check the item indicating the source which was primarily responsible for ineligibility.
- Item C1. Death--Check if aid was discontinued because of the death of the recipient. Write in the date of death; e.g., 8/16/45. If death occurred in a county hospital or other public institution, enter the date of admission under Item C2, C3, or C4, whichever is applicable.
- Item C2. In county hospital (medical care) more than two months—Check if aid was discontinued because the recipient received aid for two calendar months after admission to a county hospital for medical care. Enter the date of admission and check the appropriate sub-item indicating the determination of probable period of hospitalization from date of admission to the hospital. Completion of this item is important since Federal reimbursement is allowed for aid paid during the second calendar month of confinement only when a determination has been made that hospitalization is for a temporary period. (See Sec. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)
- Item C3. Admitted to county infirmary (custodial care) -- Check if aid was discontinued because recipient entered a county infirmary for custodial care, i.e., shelter and maintenance only. Enter the date of admission.
- Item C4. Admitted to other public institution—Check if aid was discontinued because the recipient entered a public institution other than a county hospital or county infirmary. Enter the date of admission and the name of the institution.
- Item C5. Subsequent information disproves eligibility originally established—Check if aid was discontinued because subsequent information indicated that the recipient was not eligible for the original grant. Indicate under Remarks the specific grounds for ineligibility; e.g., age, property, residence, etc. Explain briefly how and when ineligibility was discovered.

362-45 DISCONTINUANCE OF AID TO THE INDIVIDUAL RECIPIENT, SECTION 11, 362-45
OF NOTICE OF CHANGE
ANB, APSB

Item A. Date ineligibility discovered -- Enter the date on which the facts causing discontinuance of aid to the recipient came to the attention of the county.

- Item B. Date of last previous county investigation -- Enter the date on which the county investigation preceding the one resulting in discontinuance of aid to the recipient was completed.
- Item C. Reason for discontinuance of aid to the recipient-Only the principal reason for discontinuance shall be checked. When in doubt as to the principal reason for discontinuance, check the reason which first came to the attention of the county and note the additional reasons under Remarks. For example, if the recipient died and it was subsequently discovered that he had been ineligible because of excess property, Item Cl should be checked and a notation regarding the excess property made under Remarks. When discontinuance is due to increased support from several sources, check the item indicating the source which was primarily responsible for ineligibility.
- Item Cl. Death—Check if aid was discontinued because of the death of recipient. Write in the date of death; e.g., 8/16/45. If death occurred in a public institution, enter date of admission to the institution under Item C2, C3, or C4, whichever is applicable.
- Item C2. In county hospital (medical care) more than two months—Check if aid was discontinued because the recipient received aid for two calendar months after admission to a county hospital for medical care. Enter the date of admission and check the appropriate sub-item indicating the determination of probable period of hospitalization from date of admission to the hospital. Completion of this item is important since Federal reimbursement is allowed for aid paid during the second calendar month of confinement only when a determination has been made that hospitalization is for a temporary period. (See Sec. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)
- Item C3. Admitted to county infirmary (custodial care) -- Check if aid was discontinued because recipient entered a county infirmary for custodial care; i.e., shelter and maintenance only. Enter the date of admission.
- Item C4. Admitted to other public institution-Check if aid was discontinued because the recipient entered a public institution other than a county hospital or county infirmary. Enter the date of admission and name of the institution.
- Item C5. Subsequent information disproves eligibility originally established—Check this item if aid was discontinued because subsequent information indicated that the recipient was not eligible for the original grant. Indicate under Remarks the specific ground for ineligibility; e.g., age, property, degree of blindness, residence, etc. Explain briefly how and when ineligibility was discovered. Do not check this item when the question of original eligibility

362-40 (Continued)

362-40

- Item C15. Receipt of allotments or allowances by dependents of members of armed forces-Check if aid was discontinued because of support from allotments or allowances of members in the armed forces.
- Item C16. Income from property-Check if aid was discontinued because of receipt of income from real or personal property. Write a brief description of the nature of this income; e.g., rent from dwelling, interest on loan, etc. If necessary, additional space may be used under Remarks.
- Item C17. Income from other sources-Check if aid was discontinued because of the receipt of income from some source other than those listed under Items C6-C16. Write a brief description of such income; e.g., unemployment insurance. If necessary, additional space may be used under Remarks.
- Item C18. Excess property-Check Item C18-A or C18-B if aid was discontinued because the value of the recipient's real or personal property, or both, exceeds that permitted under the CAS Law. Check Item C18-A if the increase in value was due to the acquisition of additional holdings; e.g., purchased a house, the assessed value of which together with the assessed value of the real property already owned caused ineligibility. Check Item C18-B if there was no change in holdings, but their value increased; e.g., personal property including 7 shares of stock became excessive because the market value of the stock increased.
- Item C19. Transfer of property-Check if aid was discontinued because of improper transfer of real or personal property.
- Item C20. Accepted for ANB or APSB--Check if aid was discontinued because the recipient was granted ANB or APSB.
- Item C21. Transferred to------County-Check if aid was discontinued because the recipient has moved to another county and the second county has become responsible for the payment of aid.
- Item C22. Loss of State residence. Moved out of State-Check if aid was discontinued because the recipient has moved out of the State and has established residence elsewhere.
- Item C23. Other reason-Check if aid was discontinued for some reason other than those listed under Items C1 through C22. Describe the reasons or circumstances for this discontinuance under Remarks.

Particular care should be taken to give sufficient information under Remarks to identify closings which occur for the following reasons:

- 1. Change in policy: i.e., a change in legal or administrative policy which automatically makes the case ineligible at the time of the change although previously it was eligible.
- 2. Refusal after acceptance to comply with established regulations: i.e., refusal to supply information, etc. (W&IC 2140)

362-45 (Continued)

362-45

other than the spouse, parents or adult children. Do not check Item C14 for discontinuance of aid resulting from receipt of military allotments or allowances; such discontinuances should be reported in Item C15.

- Item C15. Receipt of allotments or allowances by dependents of members of the armed forces-Check if aid was discontinued because of support from allotments or allowances of members in the armed forces.
- Item C16. Income from property-Check if aid was discontinued because of receipt of income from real or personal property. Write a brief description of the nature of this income; e.g., rent from dwelling, interest on loan, etc. If necessary, additional space may be used under Remarks.
- Item C17. Income from other sources--Check if aid was discontinued because of the receipt of income from some source other than those listed under Items C6-C16. Write a brief description of such income; e.g., unemployment insurance. If necessary, additional space may be used under Remarks.
- Item C18. Excess property-Check Item C18-A or C18-B if aid was discontinued because the value of the recipient's real or personal property, or both, exceeds that permitted under the Aid to the Blind laws. Check Item C18-A if the increase in value was due to the acquisition of additional holdings; e.g., purchased a house, the assessed value of which together with the assessed value of the real property already owned caused ineligibility. Check Item C18-B if there was no change in holdings, but their value increased; e.g., personal property including 7 shares of stock became excessive because the market value of the stock increased.
- Item C19. Transfer of property-Check if aid was discontinued because of improper transfer of real or personal property.
- Item C20. Accepted for APSB, ANB or CAS-Check the name of the program under which aid is to be granted from the date of the change.
- Item C21. Transferred to------County-Check if aid was discontinued because the recipient has moved to another county and the second county has become responsible for the payment of aid.
- Item C22. Loss of State residence. Moved out of State-Check if aid was discontinued because the recipient has moved out of the State and has established residence elsewhere.
- Item C23. Present vision exceeds standard for blindness-Check if aid was discontinued because recipient is not blind within the prescribed degree. When conclusive evidence established that recipient was not originally eligible as to degree of blindness, enter under Item C5.
- Item C24. Other reason-Check if aid was discontinued for some reason other than those listed under Items C1 through C23. Describe the reasons or circumstances for this discontinuance under Remarks.

362-45 (Continued)

362-45

relates to degree of blindness unless there is conclusive evidence that the recipient was not blind at the time aid was granted; when evidence is not conclusive, report under Item C23.

- Item C6. Old age retirement benefits -- Check if aid was discontinued because of payment of monthly OASI to the recipient as a retired worker or as the wife (not widow) of an insured worker.
- Item C7. Survivors' benefits -- Check if aid was discontinued because of the payment of monthly OASI to the recipient as survivor (widow, parent or orphan) of an insured worker.
- Item C8. Earnings of recipient -- Check if aid was discontinued because of earnings of the recipient.
- Item C9. Earnings of spouse -- Check if aid was discontinued because of the receipt of support from earnings of recipient's husband or wife whether or not the earnings were considered community property.
- Item ClO. Other Resources of Spouse -- Check if aid was discontinued because of support from separate income of the spouse, i.e., rental of spouse's separate property, or separate income from any source other than earnings of the spouse.
- Item Cll. Contributions from parents or adult children in home -- Check Item Cll-A or Cll-B if aid was discontinued because of the receipt of support from a parent or adult child living in the home. Check Item Cll-A if such support was derived from earnings. Check Item Cll-B if it was derived from resources other than earnings; e.g., rental of property, employee's pension, etc.
- Item Cl2. Contributions from other persons in home--Check Item Cl2-A or C12-B if aid was discontinued because of contributions from persons living in the home other than the spouse, parents, or adult children. Check Item C12-A if such support was derived from earnings. Check Item C12-B if it was derived from resources other than earnings; e.g., rental of property, employee's pension, etc.

Do not check Item C12-A or C12-B if the income was derived from roomers and/or boarders in the household; discontinuance of aid under these conditions should be entered under Item C8 if the recipient is responsible for management of the household, or under Item C9 if the spouse is responsible for management of the household.

- Item Cl3. Contributions from parents or adult children outside of home--Check if aid was discontinued because of support from a parent or adult child not living in the home. Do not check Item Cl3 for discontinuance of aid resulting from receipt of military allotments or allowances; such discontinuances should be reported in Item C15.
- Item C14. Contributions from other persons outside of home -- Check if aid was discontinued because of support from persons not living in the home

363-00 (Continued)

363-00

B. Reason for change and code for discontinuance reasons.

Section II gives the codes for reporting reasons for discontinuance

Section III is for reporting a change of school status of child/children 16 to 18 who are otherwise eligible for Federal participation.

Section IV is for:

- A. Signature, address and relationship of payee for child/children in home eligible for Federal participation.
- B. The county official's signature certifying that the county has on file the signature of payee for child/children in home ineligible for Federal participation or in an institution.

Section V is for recording the action of the county board of supervisors. (WAIC 1560)

### 363-05 RECORDING ON TOP OF FORM AND SECTION 1 OF NOTICE OF CHANGE, ANC 363-05

Under identifying information at the top of the Notice of Change (Form CA 232-Rev.) record the name of county, State and county numbers, date form is prepared, and family name.

Payee from Date of Change: Record the name of the person to whom warrants will be drawn for the care of child/children on and after the effective date of this Form CA 232-Rev. If there is more than one payee for children receiving ANC under the same case number, record name of each payee followed by number in Column 1 which corresponds to child's name.

- Complete Section I for increase, decrease, restoration, change of payee or discontinuance. (Reason for discontinuance is reported by code number under Column 2.)
- Column 1. Record first name of each child receiving ANC under the case number shown under identifying information.
- Column 2. Record opposite the name of each child for whom aid is being discontinued the code number from Sec. II which represents the principal reason for discontinuance of aid for that child.

  Only one code number shall be entered for each child.
- Column 3. Record effective date of increase, decrease, restoration, change of payee, or discontinuance.
- Column 4. Record nature of change; i.e., increase, decrease, restoration, change of payee, or discontinuance opposite the name of each child affected by change. If all children are not affected by the change, enter "No Change" opposite the name of each child for whom no change is being made.

362-45 (Continued)

362-45

Particular care should be taken to give sufficient information under Remarks to identify closings which occur for the following reasons:

- l. Change in policy; i.e., a change in legal or administrative policy which automatically makes the case ineligible at the time of the change although previously it was eligible.
- 2. Refusal after acceptance to comply with established regulations; i.e., recipient's refusal to supply information soliciting alms. (WAIC 3075, 3460)
- 362-48 REPORTING PAYMENT TO COUNTY FOR INSTITUTIONAL CARE ON NOTICE OF 362-48 CHANGE, SECTION III
  OAS, ANB

Under "Type of Care" check the type of institution in which the care is rendered, i.e., county hospital (medical or surgical care) or county infirmary if shelter and maintenance (custodial care) is the only care given.

Under "Begin Payment" report the date from which payment to the county for hospital or infirmary care is requested, and show the amount of the grant to the recipient for the month in which admitted to the institution.

Use the space under "Discontinue Payment" to report discontinuance of payment to the county for hospital or infirmary care. Opposite "Effective Date" enter the date of the last day for which the subvention is requested. Check the reason for discontinuance, i.e., discharge from the hospital or infirmary, or death, and enter the date such event occurred. (Wall 2140, 3075)

(SEE SECS. 165-00, PAYMENT TO THE COUNTY UNDER WAIC, SECS. 2160.7 AND 3044.1, 165-05, DEFINITION OF COUNTY INSTITUTION UNDER WAIC, SECS. 2160.7 AND 3044.1, 165-15, BASIS FOR STATE PAYMENT--COUNTY INSTITUTIONAL CLAIM UNDER WAIC, SECS. 2160.7 AND 3044.1.)

362-50 A PPROVAL BY THE BOARD OF SUPERVISORS, SECTION III, NOTICE OF 362-50 CHANGE OAS, ANB, APSB

Enter name of county and date of approval by the county board of supervisors. The Notice of Change (Form Ag, Bl 232) shall bear either the original or facsimile signature of the county clerk or deputy. A facsimile signature shall be affixed either by or under the special authority of the county officer whose signature is thus affixed. (W&IC 2140, 3075, 3460)

### 363-00 GENERAL INSTRUCTIONS, NOTICE OF CHANGE, AND

363-00

The Notice of Change (Form CA 232-Rev.) is divided into five numbered sections in order to facilitate referral to any particular section of the form.

Section I is for reporting information regarding:

A. Type of change except for change of school status of child/children 16 to 18 who are otherwise eligible for Federal participation.

(SEE SECTION III.)

363-05 (Continued)

363-05

Increase: State reason for need of increased grant.

Decrease: State reason for decreased grant. If decrease is due to income or increased income, give the source from which such income is being received.

Restoration: In reporting restoration, information should be given in this space as to the reason that the child/children again became eligible subsequent to the discontinuance of ANC.

Change of payee: Give the exact date of change of placement. (W&IC

### 363-10 DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE

363-10

If ANC is discontinued for more than one child and the dates required under Items A, B, and C of Section II differ for the children, complete Items A, B, and C for one child and indicate to which child the dates apply. For the other child or children, record under Remarks, the dates required under Items A, B, and C, properly identified, and indicate to which child the dates apply.

Item A. Date ineligibility occurred. Record here the date on which ineligibility occurred; i.e., the date on which eligibility ceased for any one of the reasons enumerated below. When ineligibility is due to earnings, the date of ineligibility is not necessarily the date employment began, but rather the date when the earnings actually received plus other income fully meet the family's needs.

Item B. Date of discovery. Record the date on which the facts causing discontinuance of ANC for the child/children came to the attention of the county.

Item C. Date ineligibility verified. Record the date on which ineligibility was verified by the county.

Item D. Classification. Check the symbol designating the classification under which ANC was being granted at the time of discontinuance.

Code for discontinuance reasons. Enter in Section I, Column 2, the code number for the principal reason for discontinuance of ANC for each child whose aid is being discontinued. Only the principal reason shall be checked for each child. When in doubt as to the principal reason, enter the one which first came to the attention of the county. When discontinuance is due to increased support from several sources, enter the item number indicating the source which was primarily responsible for ineligibility.

The code for discontinuance reasons to be entered in Section I, Column 2:

Item 1. Now Receiving adequate care due to:

l(a). Child's own earnings. Enter this code number if the employment or increased earnings of a child receiving ANC increase the resources to such an extent that ANC is no longer necessary for the child. If such increased resources are sufficient to cause discontinuance of aid for other children in the family, enter code 1 (b) opposite the names of those children.

363-05 (Continued)

363-05

- Column 5. Record the full monthly rate on which the grant has been computed, that is, the monthly grant including all cash aid paid, to meet the budgetary deficiency, or the charge for care for the child or children. In other words, the figure reported in Column 5 should not be limited to the maximum basis for State participation, if more than \$31.50 for one child and \$28.50 for each additional child eligible for Federal participation and \$22.50 for each child ineligible for Federal participation is actually being paid. If the change is effective subsequent to the first day of the month, the monthly rate of the grant rather than the prorated amount actually paid for that month should be recorded. If there is more than one payee, show amount of grant to each payee.
- Column 6. This column shall be completed for each child listed in Column 1. Check "Yes" if child is under 16 and living with eligible payee, or, is over 16, and living with eligible payee and enrolled in school. (See Secs. 628-00, Payees Eligible Under Social Security Act, and 235-20, School Attendance as Requirement for Federal Participation.)

Check "No" if child is:

- 1. Living with payee who is a non-relative, or
- 2. Living with payee of a degree of relationship other than those listed in Sec. 628-00, or
- 3. Is in a boarding home or institution, or
- 4. Is over 16 and not enrolled in school.

One Form CA 232-Rev. may be used to report more than one action of the board of supervisors on the same case provided all actions of the board of supervisors take place on the same day.

EXAMPLE: ON MARCH 28, 1943, THE BOARD OF SUPERVISORS ACTS TO DISCONTINUE AND EFFECTIVE FEBRUARY 28, 1943, FOR A CHILD WHO DIED FEBRUARY 11, 1943, AND TO DISCONTINUE AND FOR ANOTHER CHILD WHO BECAME 18 ON MARCH 24, 1943. ON THE SAME DATE, THE BOARD OF SUPERVISORS ACTS TO DECREASE AND EFFECTIVE APRIL 1, 1943, FOR TWO REMAINING CHILDREN.

When one Form CA 232-Rev. is used to report more than one action Columns 1 through 5 shall be completed separately for each action.

EXAMPLE:					
CoL.	CoL. 2	COL. 3	COL. 4	CoL. 5	COL. 6
JOHN GALE JOE ANN	15	2-28-43	DISC. No CHANGE	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR JOHN)	YES X X
GALE JOE ANN	3	3-31-43	DISC. No CHANGE	(ENTER TOTAL GRANT AFTER DISCONTINUANCE OF ANC FOR GALE)	X X X
JOE ANN		4-1-43	DECREASE	(ENTER TOTAL GRANT EFFECTIVE 4-1-43)	X

Reason for change: This section is for reporting reasons for change except discontinuances which are reported under Section II.

363-10 (Continued)

363-10

- Item 2. Excess assets acquired subsequent to approval. Enter this code number if ANC is discontinued because the child, children and/or parents have come into possession of real property, cash and/or securities, in excess of that permitted under ANC law. See Sec. 141-05, Types of Personal Property, for distinction between personal property and income.
- Item 3. Child reached 18th birthday. Enter this code number if ANC is discontinued because the child reached his 18th birthday.
- Item 4. Child in county hospital. Enter this code number if ANC is discontinued either (1) because the child was admitted to a county hospital or (2) because the child has been in a county hospital for more than two months. In Section II, enter the date of admission and, for cases eligible to Federal participation, check the appropriate sub-items indicating the determination of probable period of hospitalization from the date of admission to the hospital. (See Secs. 160-00, PROVISIONS OF THE W. & I. CODE REGARDING INSTITUTIONAL INMATES, INSTITUTIONAL INMATES, ANC LAW, AND 164-10, ELIGIBILITY DURING HOSPITALIZATION.)
- Item 5. Child admitted to other public institution. Enter this code number if ANC is discontinued because child was admitted to a public institution other than a county hospital, such as a State hospital, detention home, or Indian School. In Section II, enter the name of the institution in the space provided.
- Item 6. Child joined armed forces. Enter this code number if ANC is discontinued for the child because he joined the armed forces.
- Item 7. Subsequent information disproves eligibility previously established. Enter this code number if ANC is discontinued because subsequent information indicates that the child/children have never been eligible for ANC. This item assumes that the information, either unintentionally or fraudulently concealed, was not known at the time the case was accepted, although the investigation is assumed to have been adequate.
- Item 8. Change in policy. Enter this code number if ANC is discontinued because a change in legal or administrative policy makes the child/children ineligible at the time of the change, although previously eligible. Do not include here discontinuances because of refusal to comply with a requirement adopted or modified after acceptance of the case; for such cases enter code number 14, and include explanation under Remarks.
- Item 9. Parent discharged from institution. Enter this code number when the discharge of a parent from an institution renders the child/children ineligible for ANC. (See Sec. 193-30, CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION (P.C.I.).)
- Item 10. Father no longer incapacitated for gainful work. Enter this code number if a child/children becomes ineligible because the CIF or TBF father is no longer incapacitated for gainful employment, according to physician's report, or is, in fact, gainfully employed.
- Item 11. Absent father returned. Enter this code number when the absent father's return to the home makes the child/children ineligible to ANC. If the absent father does not return to the home but assumes full support, enter code number

363-10 (Continued)

363-10

- 1(b). Earnings of child reported in 1(a). If the employment or increased earnings of the child or children for whom code number 1(a) has been entered are sufficient to make aid no longer necessary for other children in the family, enter code number 1(b) opposite the names of those children.
- 1(c). Earnings of father. Enter this code number if the employment or increased earnings of the father increase the resources to such an extent that ANC is no longer necessary. Do not enter this code number for TBF or CIF cases; for such cases enter code number 10, "Father no longer incapacitated for gainful work." Do not use this code number for AF cases where the father has actually returned to the home; for such cases enter code 11, "Absent father returned." Do not enter this code number for support by stepfather; for such cases enter code number 1(e).
- 1(d). Earnings of mother. Enter this code number if the employment or increased earnings of the mother increase the resources to such an extent that ANC is no longer necessary.
- 1(e). Support by stepfather. Enter this code number when the stepfather assumes and actually provides adequate support for child/children receiving ANC.
- l(f). Earnings of persons in the home, other than those listed in l(a) through l(e). Enter this code number if the employment or increased earnings of persons in the home other than those listed in items l(a) through l(e) increase the resources to such an extent that ANC is no longer necessary.
- l(g). Marriage of child (support by spouse). Enter this code number when the spouse of a child provides support. Do not enter this code number if such support is in the form of military allotments or allowances; for such cases enter code number 1(h) and indicate under Remarks that the child has married and is being supported by spouse.
- l(h). Receipt of allotments and allowances to dependents of men in the armed forces. Enter this code number when receipt of an allowance from a service man increases the resources to such an extent that ANC is no longer necessary. If allowance is from the husband of a child whose ANC is being discontinued, also indicate under Remarks that the child is married.
- l(i). Other income of any persons in the home. Enter this code number if income of persons living in the home, from sources other than employment or increased earnings, increase the resources to such an extent that ANC is no longer necessary.
- l(j). Support from other person outside of home. Enter this code number if support from persons outside the home in which the child is living increases the resources to such an extent that ANC is no longer necessary. Do not enter this code number if such support is in the form of military allowments or allowances; for such cases enter code number l(h).

## 363-15 RECORDING CHANGE OF SCHOOL STATUS ON SECTION III OF NOTICE OF CHANGE

363-15

A change of school status for children between 16 and 18 who are otherwise eligible for Federal participation shall be recorded on Section III of the Notice of Change (Form CA 232) as follows:

Record name of child, date of enrollment or date of termination, and date of verification by the county. This section shall be signed by the county public assistance worker reporting the change of school status.

When change of school status is the only change to be reported on the Notice of Change, only Section III should be completed to show data regarding school status, i.e., Sections I, II, and IV of Form CA 232 should be left blank. Section V may be completed if there is action by the board of supervisors.

SEE SEC. 235-20, SCHOOL ATTENDANCE AS A REQUIREMENT FOR FEDERAL PARTICIPATION. (W.&I.C. 1560; FSSB)

### 363-20 RECORDING CHANGE OF PAYEE ON SECTION IV OF NOTICE OF CHANGE AND

363-20

Section IV is to be completed when reporting change of payee.

Item A. If child/children is in home eligible for Federal participation, secure the signature of the eligible payee, indicating relationship of payee to child/children and address where child/children will be maintained.

The Notice of Change (Form CA 232) bearing the signature of the eligible payee shall be retained in the county file. The copy forwarded to the SDSW need not bear the signature of the eligible payee, provided it shows the name, relationship and address of the eligible payee and bears the county official's statement that the signature of the eligible payee is on file in the county office.

Item B. If child/children is in a home ineligible for Federal participation, secure the signature of the county official or other person responsible for placement of the child/children. (W.&I.C. 1560: FSSA)

## 368-25 APPROVAL BY THE BOARD OF SUPERVISORS ON SECTION V OF THE NOTICE OF CHANGE

363-25

Record the name of county, and date of action by the county board of supervisors. The Notice of Change (Form CA 232) shall bear either the original or facsimile signature of the county clerk or deputy. A facsimile signature shall be affixed either by or under the special authority of the county officer whose signature is thus affixed. (W.&I.C. 1560)

363-10 (Continued)

363-10

- l(c). "Earnings of father" if the support is derived from earnings or code number 15. "Other (specify below)" if the support is derived from resources other than earnings. (See Sec. 193-15, Classification of Half-orphan, Absent father (A. F.)). This item refers to the following classifications: A.F., H.O., based on the presumptive death of parent; and abandoned child, when eligibility is established other than by court action.
- Item 12. Transferred to-----county. Enter this code number when ANC is discontinued because of a transfer to another county under the provisions of Section 1527, W&IC in Section II enter the name of the county in the space provided. (See Sec. 370-00, TRANSFER OF AID.)
- Item 13. Moved out of State-loss of State residence. Enter this code number when eligibility occurs because of loss of State residence.
- Item 14. Refusal after acceptance to comply with established regulations. Enter this code number if the family refuses to comply with requirements with respect to property, supplying information, etc.
- Item 15. Other. Enter this code number when ANC is discontinued for some reason other than those listed under Items 1 through 14. Under Remarks, explain in detail the reason, or reasons, for discontinuance; such as, death, paternity admitted, etc. (WAIC 1560)

563-52 DISCONTINUANCE FROM OAS AND ANB BECAUSE OF INSTITUTIONAL CARE UNDER W&IC SECS.2160.7 (OAS) AND 3044-1 (ANB) OAS. ANB

563-52

Report cases discontinued from OAS or ANB, because of institutional care, in Item 9 on the Monthly Statistical Report (Forms Ag, Bl 237) for the month in which the last OAS or ANB payment is made. (W&IC 115, 116, 2160.7, 3044.1)

563-54 RESTORATION OF FORMER OAS AND ANB RECIPIENTS UPON RELEASE FROM A 563-54 COUNTY HOSPITAL OR INFIRMARY OAS, ANB

Report in Items 2, 3, 4, 4A, 7 and 7B or 7C (Ag, Bl 237) the former OAS or ANB recipients for whom the county has been claiming under W&IC Sec. 2160.7 (OAS) or Sec. 3044.1 (ANB), and who are restored to OAS or ANB because of release from a county institution. Report such cases as applications (Items 2, 3, 4 and 4a) and as cases approved (Items 7 and 7B or 7C) in the month in which the county delivers the first OAS or ANB warrant after restoration. (W&IC 115, 116)

564-05 SCOPE OF THE GR 237 REPORT

564-05

The Monthly Statistical Report on General Relief (Form GR 237) provides for the reporting of case movement and expenditures from general relief or county indigent funds. Note that this report differs from the other monthly statistical reports (Form Ag, Bl, CA 237) in that the movement of applications is not included. (WAIC 115, 116, 2506)

564-15 COMPLETION OF EACH ITEM ON FORM GR 237

564-15

Each item of the Form CR 237 shall have an entry. Enter "NR" (no record) if the information is applicable but not available. Enter a dash (-) if the information is not applicable. Enter "O" if the information is applicable but no count was recorded for the month. (W&IC 115, 116, 2506)

#### 564-22 DEFINITION OF GENERAL RELIEF REPORTED ON GR 237 REPORT

564-22

General relief, for the purposes of this report, consists of all assistance paid to recipients from county indigent funds except county supplemental aid paid to ANC cases (See FORM CA 237, ITEMS | IB, | IB(|) AND | IB(2). It includes hospitalization and other medical and dental care extended to OAS, ANB, APSB and ANC cases that is separate and distinct from the regular monthly grant. Payments from county indigent funds to certified relief workers on work relief projects authorized and operated by the agency administering the general relief program are also included.

The list below specifies the types of assistance excluded from the GR 237 report:

- 1. OAS, ANB, APSB and ANC payments (reported on Form Ag, Bl and CA 237).
- 2. County supplemental aid (other than medical) from general relief funds extended to ANC cases; such aid is reported on the Form CA 237 in items 11B, 11B(1) and 11B(2).
- 3. Federal programs, such as FSA and work and construction projects financed in whole or in part from Federal funds.
- 4. Relief from private sources.
- 5. Institutional programs.
- 6. War Services programs (reported on Forms WS-6 and WS-7).(W&IC 115, 116, 2506)

## 563-42 PAYMENTS CLAIMED BY COUNTY FOR INSTITUTIONAL CARE OF FORMER OAS 563-42 AND ANB RECIPIENTS OAS, ANB

Section D of the Monthly Statistical Report (Form Ag, Bl 237) is provided for reporting information on former OAS and ANB recipients who are receiving institutional care under the conditions set forth in Sec. 165-00, Payment to County Under W&IC, Secs. 2160.7 and 3044.1 (W&IC 115, 116, 2160.7, 3044.1)

### 563-44 Item 12. NUMBER OF CASES OAS, ANB

563-44

Report on Form Ag, Bl 237 the number of former CAS or ANB recipients for whom the county claims payment from the State for hospital or infirmary care in a county institution during the month being reported.

Enter "O" or "none" if there are no cases, but do not leave this item blank. (W&IC 115, 116, 2160.7, 30441)

### 563-46 Item 13. TOTAL AMOUNT CLAIMED FROM THE STATE FOR THIS MONTH OAS, ANB

or ANB grants

563-46

Report on Form Ag, Bl 237 the total State share of the CAS or ANB grants the former recipients received in the month they were admitted to the county institution.

Item 13, Ag 237, is comparable to the entry in Item 5, Column A, Form AG 800-H, and Item 13, B1 237, is comparable to Item 5, Column A, Form B1 800-H. For detailed instructions on the computation of the State payments see Sec. 627-25. County Institutional Claim under W&IC, Secs. 2160.7 and 3044.1.

#### OAS

For regular cases the amount included in Item 13 should not exceed \$25.00 each, and for non-county cases it should not exceed \$30.00 each.

#### ANB

For regular cases the amount included in Item 13 should not exceed \$20.00 each, and for non-county cases it should not exceed \$40.00 each.(W&IC 115,116,2160.7, 3044.1)

# 563-48 SPECIAL INSTRUCTIONS FOR REPORTING DISCONTINUANCES AND RESTORATIONS OF OAS AND AND WHEN PAYMENT IS CLAIMED BY THE COUNTY FOR INSTITUTIONAL CARE OAS, AND

563 -48

Sections 563-52 and 563-54 refer to the monthly statistical reporting (Forms Ag, Bl 237) of discontinuances and restorations of OAS and ANB when the county claims payment from the State (under W&IC, Secs. 2160.7 and 3044.1) for hospital or infirmary care in a county institution.

The procedure outlined is an exception to the general rule (see Secs. 561-40 and 562-40) for reporting restorations and discontinuances in the month of action by the board of supervisors. (WAIC 115,116, 2160.7, 3044.1)

565-00 (Continued)

565-00

Reinvestigations cancelled because of discontinuance (if due this month or in a prior month): Enter the number of reinvestigations due in this or a prior month which were cancelled (before completion) this month because of discontinuance. Exception: Do not include cancelled reinvestigations where the discontinuance was a direct result of findings at some stage of the reinvestigation. These should be counted as completed reinvestigations and reported under Item 5.

#### Reinvestigations completed this month

- Item 5. Due this month or in a prior month: Enter the number of reinvestigations due this month or in a prior month which were completed this month.
- Item 6. Due in a future month: Enter the number of reinvestigations completed this month which will become due in either of the two months following this month. (See Sec. 351-05, Date of Reinvestigation.)
- Item 7. Total reinvestigations overdue at the end of this month: Enter the total number of reinvestigations due this month or in a previous month which had not been completed or cancelled by the end of this month. (Equals Item 3 minus Item 4 and Item 5; also equals sum of Items 7A and 7B.)
- Item 7A. Reinvestigations overdue 12 months or more: Enter the number of overdue reinvestigations included in Item 7 which were overdue 12 months or more at the end of this month.
  - Example: A reinvestigation due in August 1944 but not completed at the end of August 1945 would be regarded as 12 months overdue and reported under Item 7A on the report for August 1945.
- Reinvestigations overdue less than 12 months by month and year when due: Enter the number of overdue reinvestigations included in Item 7 which were overdue less than 12 months at the end of this month. (Equals sum of entries by months.) Include reinvestigations becoming due this month but not completed at the end of this month.

Entries by month and year: Enter the number of reinvestigations included in Item 7B according to month and year in which they should have been completed. (Walt 115, 116)

565-00 INSTRUCTIONS FOR PREPARATION OF MONTHLY REPORT ON REINVESTIGATIONS 565-00 OAS, ANB, APSB, ANC

The Monthly Statistical Report on Public Assistance Reinvestigations (Form DPA 10) is designed for reporting OAS, ANB, APSB, and ANC reinvestigations completed by the county. (See Secs. 351-05, Date of Reinvestigation, 352-25, Notification to SDSW of Completion of Reinvestigation, 510-00, Programs Reported-Counties Required to Report, 515-00, Submission of Monthly Statistical Reports, and 569-99, Forms Used in Statistical Procedures.)

Note that the form provides columns for reporting separately for each aid, except that ANB and APSB are combined under the heading "Aid to the Blind".

In ANC the count of reinvestigations is determined by the number of Forms CA 206 (Applicant's Affirmation of Eligibility) which are due or completed under county procedure. (See Secs. 201-15, Person Making Application, 202-20, The Application Form, 237-75, Instructions for Certificate of Eligibility, 351-00, Responsibility for Reinvestigation, and 351-11, Completion of Affirmation of Eligibility.)

Note that the definition of an ANC case in Sec. 532-00, Definition of ANC Case, and the distinction between Family Group and Boarding Home and Institution programs in Sec. 542-00, Scope of ANC Report, do not apply to Form DPA 10, but continue to apply to Form CA 237 (Monthly Statistical Report on Aid to Needy Children).

Instructions for completion of Form DPA 10 are as follows:

- Item 1. Overdue reinvestigations brought forwards Enter the number of cases on which reinvestigations were due prior to the month covered by this report, but which had not been completed at the beginning of that month. (Item la plus or minus Item lb)
  - Item la. Reinvestigations reported as overdue in Item 7 of last month's report: Enter the case counts shown for Item 7 on your DPA 10 report for the previous months.
  - Item 1b. Inventory adjustment (if any): Enter whatever plus or minus adjustments are necessary to make the figures reported under Item la equal the actual number pending at the beginning of the month as shown under Item 1. (Do not enter cancellations due to discontinuance here; these should be included in your entry for Item 4.)
  - Item 2. Reinvestigations becoming due this month: Enter the number of cases on which reinvestigations became due in (but not prior to) the month covered by this report. Include reinvestigations due this month which were cancelled this month.
  - Item 3. Total reinvestigations due this month: Enter the sum of Items 1 and 2.

71	100			_	_
5	c	a	-	Ω	a
•	O	7		J	7

# STATISTICAL PROCEDURES

PUBLIC ASSISTANCE PROGRAM

569-99

303-33 (30110111001)		000-00
FORM AG 237 (CONTINUED)  Do PAYMENTS CLAIMED FOR INSTITUTIONAL CARE OF FORMER DAS RECIPIENTS:  (Wo & 1. C. Sec. 2160.7)  12. Number of Cases.	3	
13. TOTAL AMOUNT CLAIMED FROM THE STATE FOR THIS MONTH NOTE: NOT TO EXCEED \$25 PER REGULAR CASE OR \$30 PER NON-COUNTY CASE	\$70.62	
(SIGNATURE OF REPORTING OFFICER) Phyllis Heentee (TITLE)	STATISTICIAN	
(DATE)_	DECEMBER 6	19 45
FORM AG 237, REVISED AUGUST, 1945		
	Fr	ORM BL 237
STATE OF CALIFORNIA	DEPARTMENT OF SOCIA	

	AND AT	STATISTICAL REPORT OF D TO PARTIALLY SELF- RIMENT OF SOCIAL WE	-SUPPORTING BLIND		
COUNTY	HARRISON	COUNTY	AGENCY	WELFARE DEPARTME	INT
		REPORT	FOR THE MONTH OF_	OCTOBER	19_45
				AID TO NEEDY BLIND PROGRAM	AID TO PARTIALLY SELF-SUPPORTING BLIND PROGRAM
I. APPLI	ION MOVEMENT: CATIONS ACTUALLY BROUGHT FOR NUS ITEM IB)			3	
As A	PPLICATIONS SHOWN AS PENDING	BY ITEM 5 OF LAST	MONTH'S REPORT	3	1
в, 1	NVENTORY ADJUSTMENT, IF ANY			0	0
2. TOTAL	APPLICATIONS RECEIVED DURIN	IG MONTH (SUM OF ITEM	AS 2A THROUGH 2C)	2	1
As Al	NB CASES APPLYING FOR APSB.			XXXXXXX	
B. A	PSB CASES APPLYING FOR ANB.			1	XXXXXXX
C. A	LL OTHER APPLICATIONS			1	0
3. TOTAL	APPLICATIONS DURING MONTH (	SUM OF ITEMS I AND	2)	5	2
4. TOTAL	APPLICATIONS DISPOSED OF DU	RING MONTH (SUM OF	ITEMS 44 THROUGH 4	0) 4	2
Ao A	PPLICATIONS GRANTED (SAME AS	S ITEM 7)		4	2
Bo A	PPLICATIONS DENIED			0	0
C. A	PPLICATIONS WITHDRAWN			0	0
Do A	PPLICATIONS DISPOSED OF FOR	OTHER REASONS		0	0
5. APPLI	CATIONS PENDING AT END OF MO	ONTH ( ITEM 3 MINUS IT	rem 4)	1	0
B. CASE MOV	EMENT:				
	ACTUALLY BROUGHT FORWARD FR			25	3
Ao C	ASES SHOWN AS APPROVED CASE	LOAD BY ITEM 10 OF I	AST MONTH'S REPORT	25	3
Ba 11	NVENTORY ADJUSTMENT, IF ANY			0	0
				(FORM CONTIN	UED ON NEXT PAGE)

# 569-99 FORMS USED IN STATISTICAL PROCEDURES

569-99

STAT	E OF CALIFORNIA DEPARTME	FORM AG 237
	MONTHLY STATISTICAL REPORT ON OLD AGE SECURITY	
	TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA	YEMBER 19 45
COUN	TY GOLDEN REPORT FOR THE MONTH OF NOV	19 47
Ao	APPLICATION MOVEMENT:	
	1. APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH ( ITEM IA PLUS OR MINUS ITEM 18)	65
	A. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT 63	
	Be INVENTORY ADJUSTMENT, IF ANY (EXPLAIN ON REVERSE SIDE)	
	2. APPLICATIONS RECEIVED DURING MONTH	40
	3. TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS I AND 2)	105
•	4. TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A - 4D	14 18
	A. APPLICATIONS GRANTED (SAME AS ITEM 7)	
	B. APPLICATIONS DENIED	
	C. APPLICATIONS WITHDRAWN	
•	Do APPLICATIONS DISPOSED OF FOR OTHER REASONS	
	5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4)	61
Bo	CASE MOVEMENTS	
	6. CASES ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 6A PLUS OR MINUS ITEM 6B)	1924
	A. CASES SHOWN AS APPROVED CASE LOAD BY STEM SO OF LAST MONTH'S REPORT	
	Bo INVENTORY ADJUSTMENT, IF ANY (EXPLAIN ON REVERSE SIDE)	
	TO TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 7A THROUGH 7D;	34
	A. NEW CASES - THIS AID NEVER PREVIOUSLY RECEIVED IN CALIFORNIA 22	
	Be CASES REINSTATED - THIS AID LAST DISCONTINUED IN PRIOR	
	C. CASES REINSTATED - THIS AID LAST DISCONTINUED IN THIS	
	Do CASES TRANSFERRED FROM OTHER COUNTIES	
	8. TOTAL CASES ON APPROVED ROLLS DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 84 AND 88)	1958
	As NUMBER FOR WHOM WARRANTS WERE ISSUED	
	B. NUMBER FOR WHOM WARRANTS WERE NOT ISSUED	
	9. CASES DISCONTINUED DURING MONTHO	22
1	C. CASES CONTINUED TO NEXT MONTH ( TEM 8 MINUS ITEM 9)	1936
-		
	OBLIBATIONS INCURRED FOR ASSISTANCE PAYMENTS	40. (45.60
	TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS IIA, IIB, AND IIC)	\$91,645.60
	An FEDERAL SHARE	
	STATE SHARE	
	Co COUNTY SHARE	UED ON NEXT PAGE)
	(FORM CONTIL	NOLD ON NEAT PAGE

569-99

FORM CA 237

2

183

183

0

2

0

XXXXXXX

TATE OF CALIFORNIA		DEPARTMENT OF	SOCIAL WELFARE
	MONTHLY STATISTICAL REPORT ON AID TO NEEDY CHILDREN		

TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

COUNTY	COUNTY AGENCY	WELFARE DEF	ARTMENT			
	REPORT FOR THE MONTH OF	FEBRU	FEBRUARY ,			
		COLUMN I BOARDING		COLUMN III		
		HOMES AND INSTITUTIONS PROGRAM	FAMILIES	CHILDREN		
A. APP	LICATION MOVEMENT:	2 1 2 3 3				
l.	APPLICATIONS ACTUALLY BROUGHT FORWARD FROM LAST MONTH (ITEM 1A PLUS OR MINUS ITEM 1B)	2	1	2		
	A. APPLICATIONS SHOWN AS PENDING BY ITEM 5 OF LAST MONTH'S REPORT	3	1	2		
	B. INVENTORY ADJUSTMENT, IF ANY	- 1	0	0		
2.	TOTAL APPLICATIONS RECEIVED DURING MONTH (SUM OF ITEMS 24 THROUGH 2C)	4	2	3		
	A. CHILDREN IN FAMILY GROUPS PLACED IN BOARDING HOMES AND INSTITUTIONS		XXXXXX	xxxxxx		
	B. CHILDREN IN BOARDING HOMES AND INSTITUTIONS PLACED IN FAMILY GROUPS	XXXXXXX	0	0		
	C. ALL OTHER APPLICATIONS	3	2	3		
3.	TOTAL APPLICATIONS DURING MONTH (SUM OF ITEMS   AND 2)	6	3	5		
4.	TOTAL APPLICATIONS DISPOSED OF DURING MONTH (SUM OF ITEMS 4A THROUGH 4D)	5		3		
	A. APPLICATIONS GRANTED (SAME AS ITEM 7)	3	t	2		
	B. APPLICATIONS DENIED	1	0	1		
	C. APPLICATIONS WITHDRAWN	1	. 0	0		
	D. APPLICATIONS DISPOSED OF FOR OTHER REASONS	0	0	0		
		CONTRACTOR OF THE PARTY OF THE				

6.	CASES ACTITEM 68)	TUALLY	BR	ougi	нт	FO	RW	ARD	F	ROM	1	LAST	MO	NT	Н	(11	EM	61	4	PLU	ıs	OR		111	IUS	
	ITEM 6B)		•			•	•			•	•		•	•	•								•	•	•	1
	A. CASES																									

5. APPLICATIONS PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4) . . . . .

	B. INVENTORY ADJUSTMENT,	IF ANY			
7.	TOTAL CASES ADDED DURING	THIS MONTH (SUM	OF ITEMS 7A	THROUGH	7F; SAME
	AS ITEM 4A ABOVE)				

A.	NEW C	ASES	- THIS	AIC	NEVE	R PREV	IOUSLY	RECEIVED	IN	CALII	FORNIA.		•
B.	CASES	REIN	STATE	- T	HIS A	ID LAS	T DISC	ONTINUED	IN	PRIOR	FISCAL	YE	AR

C.	CASES REINSTATED	- THIS AID	LAST DISCONT	INUED I	IN THIS	FISCAL	YEAR
De	CASES TRANSFERRED	FROM OTHE	R COUNTIES .				

E.	CHILDREN	IN	FAMILY	GROUPS	PLACED	IN	BOARDING	HOMES	AND	INSTITUTION

Fe	CHILDREN	IN	BOARDING	HOMES	AND	INSTITUTIONS	PLACED	IN	FAMILY GROUPS	XX	XXXXX	0	0
											(FORM	CONTINUED ON	NEXT PAGE)

50

50

0

3

2

0

0

(Section Continued on Next Page)

78

79

- 1

0

0

XXXXXXX

B. CASE MOVEMENT:

569-99

FORM BL 237 (CONTINUED)		Server Server of
7. TOTAL CASES ADDED DURING THIS MONTH (SUM OF ITEMS 74 THROUGH 7F; SAME )		
AS ITEM 4A ABOVE)	4	2
A. NEW CASES - THIS AID NEVER PREVIOUSLY RECEIVED IN CALIFORNIA	3	1
B. CASES REINSTATED - THIS AID LAST DISCONTINUED IN PRIOR FISCAL YEAR	0	0
Co CASES REINSTATED - THIS AID LAST DISCONTINUED IN THIS FISCAL YEAR.	0	0
Do CASES TRANSFERRED FROM OTHER COUNTIES	0	0
E. ANB CASES PLACED UNDER APSB PROGRAM	XXXXXXX	1
Fo APSB CASES PLACED UNDER ANC PROGRAMO	1	XXXXXX
8. TOTAL CASES DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS 8A AND 88)	29	5
A. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE ISSUED.	28	5
B. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE NOT ISSUED	. 1	0
9. CASES DISCONTINUED DURING MONTH (SUM OF ITEMS 94 THROUGH 9C)	3	0
A. TRANSFERRED TO APSB FROM ANB	1	xxxxxx
Bo TRANSFERRED TO AND FROM APSB	XXXXXXX	1
Co DISCONTINUED FOR OTHER REASONS	2	0
10. CASES CONTINUED TO NEXT MONTH ( ITEM 8 MINUS ITEM 9)	26	4
C. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS:		
II. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS IIA THROUGH IIC)	\$1,616.44	\$1,655.64
Ao FEDERAL SHARES O O O O O O O O O O O O O O O O O O O	548.52	XXXXXX
Bo STATE SHARE	534.52	857.82
Co COUNTY SHARE a cococococococococococococococococococ	533 . 40	797.82
D. PAYMENTS CLAIMED FOR INSTITUTIONAL CARE OF FORMER AND RECIPIENTS:		
(W. & I. C. SEC. 3044.1)		
12. NUMBER OF CASES 6 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Ħ.	XXXXXXX
13. TOTAL AMOUNT CLAIMED FROM THE STATE FOR THIS MONTH	\$75.44	XXXXXX
NOTE: NOT TO EXCEED \$20 PER REGULAR CASE OR \$40 PER NON-COUNTY CASE.		
L'i Hais	SR. CLERK	
(SIGNATURE OF REPORTING OFFICER) Syller Haves (TITLE)	NOVEMBER 5	
(DATE)	HOVERDER	,, ,,,,
FORM BL 237, REVISED AUGUST, 1945		

569-99

FORM GR 237, (REVISED)—FEBRUARY, 1943 (FORMERLY INDIGENT FORM NO. 1)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON GENERAL RELIEF
TO THE STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, CALIFORNIA

COU	VTY		REPO	ORT FOR THE	MONTH OF	FE	BRUARY . , 1943
A .	CASE	S APPROVED FOR GENERAL HOME RE	ELIEF (DOES 1	NOT INCLUDE	ANY AID SPE	CIFIED IN PAR	T C)
	1.	CONTINUED FROM PRECEDING MONTH MONTH'S REPORT EXPLAIN INVENTO					410
	2.	TOTAL ADDED DURING MONTH (2A	LUS 28)				32
		A. New: Never previously Apr B. REOPENED: PREVIOUSLY APP	ROVED AND CL	OSED			20 442
	3.	TOTAL OPEN DURING MONTH (1 PLI A. RECEIVED GENERAL HOME REL B. RECEIVED NO GENERAL HOME I	IEF (SAME AS	ITEM 6 COL	. 1)		402
	4.	TOTAL CLOSED DURING MONTH (SUI A. OBTAINED REGULAR EMPLOYME B. RECEIVED ASSISTANCE FROM I	OF 4A THROUNT	идн 4F)			
		C. RECEIVED OTHER PUBLIC AID D. REFUSED EMPLOYMENT OFFER	OR WORK ORD	ER			18
	5.	E. LAPSE OF CONTACT F. OTHER REASONS CONTINUED TO FOLLOWING MONTH					16 380
	001	IGATIONS INCURRED FOR GENERAL	HOME DELIEF.	DETAIL FO	OR CASES REPI	ORTED UNDER IT	FM 34
•	UBL	IGATIONS INCURRED FOR GENERAL	HUME NELTER:	DEIRIC		IONS INCURRED	
		RECIPIENT	CASES	PERSONS (2)	CASH (3)	KIND (4)	TOTAL (5)
	6.	TOTAL RECIPIENTS (64 PLUS 68)		830	\$7,589.12	\$2,396.56	
		A. FAMILY CASES	153	581	4,406.72	1,101.68	5,508.40
		B. ONE-PERSON CASES	249	249	3,182.40	1,294.88	4,477.28
:.	OTH (Do	ER GENERAL RELIEF FROM COUNTY ES NOT INCLUDE (1) AID REPORTE	INDIGENT FUND IN PARTS A	D AND B OR	(2) AID FROM	SOURCES OTHER	THAN INDIGENT FUN
						PERSONS	
	7.	BOARDING HOME CARE OF CHILDRE	N (EXCLUDE A	NC CASES).		14	\$289.50
	8. BOARDING HOME CARE OF ADULT PERSONS		4	146.20			
	9.						
	10.	MEDICAL AND DENTAL CARE					
	11.	BURIALS				70	56.25
	12.	[2] 의 [2] [2] [2] [2] [2] [2] [2] [2] [2] [2]					
	13.	TRANSPORTATION COSTS TO PLACE OTHER (SPECIFY)				2	38.73 0
(SIGNATURE OF PERSON REPORTING)  (TITLE)  STATISTI		IGNATURE OF	ING)	John.	Doe		
		ISTICAAN					
						(DATE) FEBR	UARY 4, 1943

569-99

8. TOTAL CASES DURING MONTH (SUM OF ITEMS 6 AND 7; ALSO SUM OF ITEMS	53	79	185
A. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE ISSUED.	52	78	183
B. NUMBER OF CASES ON APPROVED ROLLS FOR WHOM WARRANTS WERE NOT		1	2
9. CASES DISCONTINUED DURING MONTH	4	4	10
A. TRANSFERRED FROM FAMILY GROUPS TO BOARDING HOMES AND INSTITUTIONS	XXXXXX	0	1
B. TRANSFERRED FROM BOARDING HOMES AND INSTITUTIONS TO FAMILY GROUPS	0	XXXXXX	XXXXXXX
Co OTHER	1	4	9
10. Cases continued to NEXT MONTH (ITEM 8 MINUS ITEM 9)	52	75	175
	COLUMN I  BOARDING HOMES AND INSTITUTIONS PROGRAM	COLUMN II  FAMILY GROUPS	COLUMN II
. OBLIGATIONS INCURRED FOR ASSISTANCE PAYMENTS:			
11. TOTAL OBLIGATIONS INCURRED (SUM OF ITEMS IIA AND IIB)	\$1,443.00	\$4,870.25	\$6,313.25
A. TOTAL BASIS FOR STATE PARTICIPATION:	1,141.92	4,087.25	5,229.1
Se FEDERAL SHARE	XXXXXXX	1,443.75	1,443.75
2. STATE SHARE	768.82	1,973.25	2,742.0
3. COUNTY SHARE	373.10	670.25	1,043.3
B. TOTAL SUPPLEMENTAL COUNTY AID:	301.08	783.00	1,084.08
In Cashon on a concession of the concession of t	168.32	540.00	708.3
2. KIND	132.76	243.00	375.76
(SIGNATURE OF REPORTING OFFICER)	1	es Br	cown
(DATE)	N	ARCH 6, 1941	

569-99

STATE OF CALIFORNIA	DEPARTM	ENT OF SO	FORM DPA 10		
MONTHLY STATISTICAL REPORT ON PUBLIC ASSISTANCE REINVESTIGATIONS					
COUNTY REPORT FOR THE MONTH OF (NOTE: "THIS MONTH" REFERS TO THE MONTH COVERED BY THE REF	PORT.)				
to Overdue Reinvestigations Brought Forward	OLD AGE SECURITY	AID TO THE BLIND*	AID TO NEEDY CHILDREN**		
(ITEM IA PLUS OR MINUS ITEM IB):					
A. REINVESTIGATIONS REPORTED AS OVERDUE IN ITEM 7 OF LAST MONTH'S REPORT.					
B. INVENTORY ADJUSTMENT (IF ANY)					
2. REINVESTIGATIONS BECOMING DUE THIS MONTH					
3. Total Reinvestigations due this Month. (Sum of Items   and 2)					
4. REINVESTIGATIONS CANCELLED BECAUSE OF DISCONTINUANCE (IF DUE THIS MONTH OR IN A PRIOR MONTH)					
REINVESTIGATIONS COMPLETED THIS MONTHS					
5. DUE THIS MONTH OR IN A PRIOR MONTH					
6. DUE IN A FUTURE MONTH	()	()	(====)		
7. TOTAL REINVESTIGATIONS OVERDUE AT END OF THIS MONTH. (ITEM 3 MINUS ITEMS 4 AND 5; ALSO SUM OF 7A AND 7B).					
A. REINVESTIGATIONS OVERDUE 12 MONTHS OR MORE			<b>****</b> **** **** **** ****		
B. REINVESTIGATIONS OVERDUE LESS THAN 12 MONTHS BY MONTH AND YEAR WHEN DUE (SUM OF ENTRIES BY MONTHS)					
REMARKS 8 JANUARY 19					
MARCH 19 APRIL 19					
MAY 19 JUNE 19					
JULY 19					
SEPTEMBER 6 OCTOBER 19			MT 6MG SMG 6MG 6MG 1400		
November 19 December 19					
ANB AND APSB COMBINED.					
(SIGNATURE OF PERSON REPORTING)					
(TITLE)					
(DATE)					
FORM DPA 10, REVISED AUGUST, 1945					

### 611-95 REISSUANCE OF WARRANTS OAS, ANB, APSB, ANC

611-95

Whenever a warrant has been lost or destroyed before it has been paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor prior to the time the warrant shall become void as provided in Sec. 611-90, an affidavit setting forth the fact of the loss or destruction of the warrant, together with all material facts relative thereto known to the affiant, the amount, the name of the payee, and the date and number of the warrant if the same are known to the affiant. Upon receipt of the affidavit, and without the filing of any bond by the payee, the county auditor shall issue and deliver to the payee of the original warrant a duplicate warrant for the full amount of the original warrant and the county treasurer shall pay the duplicate warrant in lieu of the original warrant. Such duplicate warrant must be presented for payment within the same time limit set for the original warrant. A warrant shall be considered to have been lost if it has been mailed and has not been received by the addressee within 20 days after the date of mailing. (WAIC 1560, 2140, 3075, 3460; Pol. C. 4082)

# 612-00 FINANCIAL RECORDS FOR INDIVIDUAL CASES OAS, ANB, APSB, ANC

612-00

The following procedure is advised:

An individual account should be kept in the county for each recipient of aid. Such a record should include the name of the grantee and/or payee, the State case number, the amount of the grant, the effective date of the grant, all changes in the rates of aid, the effective dates of such changes, the dates of payment and warrant numbers. All payments should be posted to these accounts. Cancellations, collections, and other adjustments should be recorded.

These records should be filed in numerical sequence by State number. The issuance of warrants and payroll listings should follow the same order to facilitate posting. (WAIC 1560, 2140, 3075, 3460)

611-70 (Continued)

611-70

Example e: The 90-day period terminated october 13, but the application for ANC is not granted until november 8. Aid is granted from october 1, the first day of the month in which the end of the 90-day period occurred. In october, the family unit had income from the mother's earnings in the amount of \$40, which left a budgetary deficiency of \$60. This employment was for october only, and the amount needed to meet the budgetary deficiency subsequent to october was \$100. Aid for october was granted in the amount of \$60, and is so reported on the Certificate of Eligibility. On the same date that the board of supervisors granted aid in the amount of \$60, effective october 1, 1943, a notice of Change increasing aid effective november 1, 1943, is acted upon. The November warrant for \$100, together with the october warrant of \$60, is delivered in november. (W&IC 1550, 1560, 2140, 2183, 2183.9, 3075, 3082, 3460)

AID

611-80 PAYMENTS MADE UPON ORDER OF THE SSWB OAS, ANB, APSB, ANC

611-80

Payment shall be made in the amount awarded and for the period designated by the order of the SSWB in cases of appeal. Federal and State participation is available for retroactive payments in such cases, except in APSB and certain ANC cases where there is no Federal participation. (See Sec. 325-90, DISPOSITION OF CASE AFTER SSWB DECISION) (W&IC 1552, 1560, 2140, 2182, 3075, 3086, 3460)

611-90 CANCELLATION OF AID WARRANTS OAS, ANB, APSB, ANC 611-90

Any warrant issued in payment of aid shall not be redeemed and shall be void if not presented for payment within six months after date of issuance. Every aid warrant should carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is suggested: "Void after six months from date of warrant." (Wall 1560, 2140, 3075, 3460; POL. C. 4095)

627-45 (Continued)

627-45

In an ANC case for which a partial month's claim is made, the basis for Federal participation is the same as the basis for State participation for the children eligible for Federal, not to exceed the Federal maximum. (\$18.00 for one child, \$30 for two children, \$42 for three children, etc.)(W&IC 1510, 1511, 1553, 1554; FSSB)

Example D: When 15 days' aid at the rate of \$25.00 in a 30-day month, or \$12.50, is paid for one child in a Boarding home, \$12.50 is the Basis for State Participation. (See Case No. 6, Form CA 801-8HI.)

EXAMPLE E: WHEN 15 DAY'S AID AT THE RATE OF \$50.00 IN A 30-DAY MONTH, OR \$25.00, IS PAID FOR ONE CHILD INELIGIBLE FOR FEDERAL PARTICIPATION, \$22.50 IS THE BASIS FOR STATE PARTICIPATION. (SEE CASE No. 16, FORM CA 801-BHI.)

EXAMPLE F: WHEN 10 DAYS' AID AT THE RATE OF \$95 IN A 31-DAY MONTH, OR \$30.65, IS PAID FOR THREE CHILDREN ELIGIBLE FOR FEDERAL, \$30.65 IS THE BASIS FOR BOTH STATE AND FEDERAL PARTIC-PATION. (SEE CASE NO. 17, FORM CA 801.)

EXAMPLE G: WHEN 17 DAYS' AID AT THE RATE OF \$80 IN A 31-DAY MONTH; OR \$43.87 IS PAID FOR THREE CHILDREN, TWO OF WHOM ARE ELIGIBLE FOR FEDERAL AND ONE INELIGIBLE FOR FEDERAL, \$43.87 IS THE BASIS FOR STATE PARTICIPATION AND \$30.00 IS THE BASIS FOR FEDERAL PARTICIPATION. (SEE CASE No. 6, FORM CA 801.)

# 627-50 COMPUTATION OF PAYMENTS WHEN CHILD TRANSFERS BETWEEN A PRIVATE HOME AND BOARDING HOME OR INSTITUTION AND

627-50

When a child is moved from the home of a relative or legally appointed guardian to a boarding home or institution (or vice versa) during a month, ANC should be computed and claimed as follows:

1. When an amount equaling or exceeding the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when an amount paid in advance or during the month to the relative or guardian for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No aid is claimed on the BHI claim for that month.

MAXIMUM FOR FULL MONTH PAID IN ADVANCE TO RELATIVE EXAMPLE A: A 15-YEAR-OLD CHILD IS LIVING WITH HIS MOTHER AND THE MONTHLY ANCGRANT IN THE AMOUNT OF \$42.00 IS PAID TO THE MOTHER ON JANUARY 1.0 ON JANUARY 25, THE CHILD IS PLACED IN A BOARDING HOME. AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$31.50 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF THE CHANGE AS FEBRUARY 1.0

MAXIMUM FOR PARTIAL MONTH PAID IN ADVANCE TO RELATIVE

EXAMPLE B: A 15-YEAR-OLD CHILD LIVING WITH HIS MOTHER AND RECEIVING AID AT THE RATE OF \$42.00 A MONTH IS TO BE PLACED IN A BOARDING HOME ON JANUARY 25. THE CHANGE IS KNOWN IN ADVANCE AND ON JANUARY ! THE MOTHER IS PAID FOR 24 DAYS IN THE AMOUNT OF \$32.52 (24/31 x \$42). AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$31.50 WITH THE MOTHER SHOWN AS PAYEE. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS FEBRUARY !.

TRANSFER FROM BHI TO RELATIVE DURING MONTH & RELATIVE PAID MAXIMUM FOR PARTIAL MONTH EXAMPLE C: A 15-YEAR-OLD CHILD LIVING IN A BOARDING HOME IS MOVED ON JAN-UARY 8 TO HIS MOTHER'S HOME, WHERE AID IS GRANTED AT THE RATE OF \$42.00 A MONTH FROM JANUARY 8. THE MOTHER IS PAID FOR 24 DAYS IN THE AMOUNT OF \$32.52 (24/31 x \$42). AID IS CLAIMED ONLY ON THE VOUCHER CLAIM ON THE MAXIMUM BASIS OF \$31.50 WITH THE MOTHER SHOWN AS PAYER. THE NOTICE OF CHANGE (FORM CA 232) SHOWS THE EFFECTIVE DATE OF CHANGE AS JANUARY 8.

627-40 PARTIAL MONTHS CLAIMS -- COMPUTATION OF TOTAL AMOUNTS
OAS, ANB, APSB, ANC

627-40

In computation of a partial month's claim, the rate of aid per day is computed on the basis of the actual number of days in the month. The appropriate SDSW rate table should be used to determine the amount of such claim. Aid is claimed for both the date of beginning and date of discontinuance.

EXAMPLE A: OAS IN THE AMOUNT OF \$50 A MONTH BEGINS ON APRIL 4. AID FOR 27 DAYS IS ALLOWED (27/30 x \$50), MAKING A TOTAL PAYMENT OF \$45.

EXAMPLE B: ANB IN THE AMOUNT OF \$55 A MONTH BEGINS ON MARCH 4. AID FOR 28 DAYS IS ALLOWED (28/31 x \$55), MAKING A TOTAL PAYMENT OF \$49.68.

EXAMPLE C: APSB BEGINS ON FEBRUARY 4 DURING A 28-DAY MONTH AT THE RATE OF \$60 A MONTH. ALD
FOR 25 DAYS IS ALLOWED (25/28 x \$60), MAKING A TOTAL PAYMENT OF \$53.57.

EXAMPLE D: ANC IN THE AMOUNT OF \$25 A MONTH IS DISCONTINUED ON FEBRUARY 24 DURING A 29-DAY MONTH. AID FOR 24 DAYS IS ALLOWED (24/29 x \$25), MAKING A TOTAL PAYMENT OF \$20.69.

For additional examples, see Sec. 627-50, Computation of Payments When Child Transfers between a Private Home and Boarding Home or Institution and 627-85, Federal Participation When Additional Child Becomes Eligible During Month (Example c). (Wall 1511, 1553, 1556, 1559, 1560, 2020.01, 2140, 2186, 2189, 3075, 3084, 3087, 3087.3, 3460, 3480, 3480)

627-45 PARTIAL MONTHS CLAIMS -- BASES FOR STATE AND FEDERAL PARTICIPATION 627-45 OAS, ANB, APSB, ANC

In an OAS, ANB, and APSB case for which a partial month's claim is made, the bases for both State and Federal participation (no Federal in APSB) are the actual amount of aid paid, the Federal basis not to exceed the maximum of \$40. Federal participation is not prorated. (W&IC 2020, 2021, 2021,001, 2186, 2187, 3025, 3084, 3087, 3420, 3472; FSSB)

EXAMPLE A: WHEN 20 DAYS AID AT THE RATE OF \$45 IN A 31 DAY MONTH, OR \$29.03 IS PAID TO AN OAS RECIPIENT, \$29.03 IS THE BASIS FOR STATE AND FEDERAL PARTICIPATION. (SEE CASE NO. 11, FORM AG 801.)\*

EXAMPLE B: WHEN 25 DAYS AID AT THE RATE OF \$55 IN A 30-DAY MONTH, OR \$45.83, IS PAID TO AN AND RECIPIENT, \$45.83 IS THE BASIS FOR STATE PARTICIPATION AND \$40 IS THE BASIS FOR FEDERAL PARTICIPATION. (SEE CASE NO. 10, FORM BL 801.)\*

EXAMPLE C: WHEN 17 DAYS AID AT THE RATE OF \$60 IN A 29-DAY MONTH, OR \$35.17, IS PAID TO AN APSB RECIPIENT, \$35.17 IS THE BASIS FOR STATE PARTICIPATION. (NO FEDERAL.) (SEE CASE NO. 11 FORM BL 801.)\*

In an ANC case for which a partial month's claim is made, the basis for State participation is the actual amount paid, not to exceed the State maximum for a full month (\$31.50 for one child, \$60 for two children, \$88.50 for three children eligible for Federal, etc., and \$22.50 for each child ineligible for Federal), as the actual maximum State share of \$15.00 for each child may be claimed for a portion of a month, as well as for a full month. (\$22.50 for each child not having one year's county residence.)

\*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-50 (Continued)

627-50

TRANSFER FROM BHI TO RELATIVE. PARTIAL MONTH PAID TO RELATIVE - LESS THAN MAXIMUM. EXAMPLE F: A 15-YEAR-OLD CHILD HAVING ONE YEAR'S OR MORE COUNTY RESIDENCE IS LIVING IN A BOARDING HOME WHERE AID IS BEING PAID AT THE RATE OF \$30 A MONTH. ON JANUARY 16 THE CHILD IS MOVED TO HIS MOTHER'S HOME WHERE AID IS GRANTED AT THE RATE OF \$33.00 A MONTH EFFECTIVE JANUARY 16. TWO WARRANTS ARE ISSUED - ONE TO THE BOARDING HOME FOR 15 DAYS' AID IN THE AMOUNT OF \$14.52 (15/31 x \$30) AND ONE TO THE MOTHER FOR 16 DAYS' AID IN THE AMOUNT OF \$17.03 (16/31 x \$33). THE TOTAL AMOUNT OF THE PAYMENT OF \$17.03 MADE TO THE MOTHER IS SHOWN ON THE VOUCHER CLAIM AS THE BASE FOR STATE AND FEDERAL PARTICIPATION, RESULTING IN AN ACTUAL CLAIM OF \$8.51 FEDERAL FUNDS AND \$5.68 STATE FUNDS. ONLY \$9.32 STATE SHARE (\$15 MAXIMUM STATE SHARE IS LESS \$5.68 ALLOWED ON THE VOUCHER CLAIM) MAY BE CLAIMED ON THE BHI CLAIM, MAKING THE BASIS FOR STATE PARTICIPATION \$13.98 (\$9.32 ± 2/3 OF \$13.98). (SEE CASE NO. 9, FORM CA 801 AND CASE NO. 5, FORM CA 801-BHI.)

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$8.52 AND ON THE BHI CLAIM \$13.98, OR A TOTAL OF \$22.50.

(WAIC 1507, 1510, 1511, 1512, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560; FSSB)

# 627-80 FEDERAL PARTICIPATION ON CHILDREN BETWEEN AGES OF 16 AND 18 YEARS AND

627-80

The Federal Government participates in ANC for children between the ages of 16 and 18 years if such children are regularly attending school in accordance with rules and regulations of the SDSW, and provided the children are otherwise eligible for Federal participation. (See Secs. 235-15, Verification of Requirements for Federal Participation, 235-20, School attendance as Requirement for Federal Participation, and 628-00, payees eligible Under Social Security Act.) Federal participation is allowed for the full month in which the sixteenth birthday occurs, even though it has been verified that the child is not attending school. (W&IC 1553, 1560; FSSA)

# 627-85 FEDERAL PARTICIPATION WHEN AN ADDITIONAL CHILD BECOMES ELIGIBLE FOR AID DURING MONTH ANC

627-85

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, who meets all Federal requirements of eligibility, provided the grant is made in one total amount, one warrant is issued for the entire family group, and no separate amount is shown for the additional child.

627-50 (Continued)

627-50

2. When less than the maximum monthly grant is paid in advance to the relative or guardian for the full month, or when less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the maximum reimbursement of State funds is allowed between both the voucher and BHI claims. The voucher claim should show the total amount paid to the relative or guardian and the regular bases for Federal (if eligible for Federal) and State participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for State participation should be only in an amount necessary to effect the maximum State reimbursement in both payments for the month, not to exceed the amount actually paid. The Notice of Change (Form CA 232) should show the effective date of the change of payee and the new monthly rate.

TRANSFER FROM RELATIVE TO BHI. FULL MONTH PAID IN ADVANCE TO RELATIVE LESS THAN MAXIMUM. Example D: A 15-year-old child having one year's or more county residence and living with the mother is receiving aid at the rate of \$24 a month. On January 16 the child is moved to a boarding home and the grant is increased to \$35. On January 1 a warrant is issued to the mother for the full month in the amount of \$24. At the end of the month a warrant is issued to the Boarding home for 16 days' aid in the amount of \$18.06 (16/31 x \$35). The total amount of the advance payment of \$24 is shown on the voucher claim as the basis for tate participation and \$18 is shown as the basis for federal participation, resulting in an actual claim of \$9 federal funds and \$10 state funds. Only \$5 state share (\$15 maximum state share less \$10 allowed on the voucher claim) may be claimed on the BHI claim, making the basis for state participation \$7.50 (\$5 = 2/3 of \$7.50). (See Case No. 7, form Ca 801 and Case No. 3, form Ca 801 bell.)\*

IF THIS EXAMPLE WERE A NON-COUNTY CASE, THE ACTUAL STATE SHARE ON THE VOUCHER CLAIM WOULD BE \$15.00 AND ON THE BHI CLAIM \$7.50, OR A TOTAL OF \$22.50

TRANSFER FROM RELATIVE TO BHI. PARTIAL MONTH PAID TO RELATIVE IN ADVANCE - LESS THAN MAXIMUM. If this example were a non-county case, the actual state share on the voucher claim would be \$7.93 and on the BHI claim \$14.52, or a total of \$22.50.

<sup>\*</sup>Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-85 (Continued)

627-85

THE BASIS FOR FEDERAL PARTICIPATION IF \$30 IN THE FIRST WARRANT OF \$45 ISSUED FOR THE FIRST TWO CHILDREN AND \$6.38 IN THE SUPPLEMENTAL WARRANT ISSUED FOR THE ADDITIONAL CHILD, OR A TOTAL OF \$36.38 FOR THE THREE CHILDREN, INSTEAD OF \$42. (SEE CASE NO. 12, FORM CA 801.)\*

ONE WARRANT IN THE AMOUNT OF \$56 IS ISSUED FOR THE NEXT MONTH, IF THE CHILDREN REMAIN ELIGIBLE FOR THE SAME AMOUNT. THE BASIS FOR FEDERAL PARTICIPATION IS \$42. (W&IC 1553, 1511, 1560; FSS3)

627-90 TWO OR MORE FAMILY BUDGET UNITS IN ONE HOUSEHOLD ANC

627-90

When two or more family budget units are maintaining the same household and there is a responsible person, as defined in Sec. 628-00, Payees Eligible Under Social Security Act, in charge of each family budget unit who receives separate monthly warrants, Federal participation is available in the amount of one-half of the grant up to a maximum of \$18 for one eligible child in each family, and up to a maximum of \$12 for each of the additional eligible children in each family. (See Case Nos. 3 and 4, form CA 801.)\* When all of the children in a household are in the care and control of one person or the aid for all of the children in the household is paid to one person, Federal participation is allowed in the amount of one-half the grant up to a maximum of \$18 for only one eligible child in the household and up to a maximum of \$12 for each additional eligible child in the same household. (See Case No. 2, form CA 801.)\* (WAIC 1553, 1560; FSSB)

628-00 PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT ANC

628-00

Federal participation is available for ANC only when the child or children are living in the home of the person:

A. To whom the warrant is issued:

<sup>\*</sup>Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

627-85 (Continued)

627-85

EXAMPLE A: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AID AT THE RATE OF \$40 ON JANUARY I. AID IS APPROVED TO BEGIN ON JANUARY I. FOR AN ADDITIONAL CHILD OF THE SAME FAMILY WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. AID CONTINUES AT THE RATE OF \$40 FOR THE FAMILY, ONE MARRANT IS ISSUED IN THE AMOUNT OF \$40 AND THE BASIS FOR FEDERAL PARTICIPATION FOR THE THREE CHILDREN IS \$40. (SEE CASE NO. 10, FORM CA 801.)\*

EXAMPLE B: Two children eligible for Federal Participation are receiving and at the rate of \$70 (\$60 basis for State Participation and \$10 county supplemental aid). An additional child becomes eligible for ANC on January 13, and is also eligible for Federal Participation. The monthly basis for State Participation is increased to \$70 and ANC is continued at that rate. One warrant in the amount of \$70 is issued. The basis for State Participation for the month of January is \$70.00 and the Federal basis is \$42. (See Case No. 11, Form Ca 801.)\*

When, however, a supplemental warrantisdrawn subsequent to the issuance of the first warrant because an additional child becomes eligible during the month, the amount subject to Federal matching is computed on the basis of each individual warrant.

EXAMPLE C: TWO CHILDREN ELIGIBLE FOR FEDERAL PARTICIPATION ARE RECEIVING AND AT THE RATE OF \$45 ON JANUARY 1. THE FAMILY GRANT IS INCREASED TO \$56 ON JANUARY 14, WHEN ANC IS APPROVED TO BEGIN FOR AN ADDITIONAL CHILD OF THE SAME FAMILY, WHO IS ALSO ELIGIBLE FOR FEDERAL PARTICIPATION. THE METHOD OF ARRIVING AT THE TOTAL PAYMENT FOR THE MONTH IS AS FOLLOWS:

13 DAYS @ \$45 - \$18.87

TOTAL BASIS FOR STATE PARTICIPATION \$51.38

AT THE BEGINNING OF THE MONTH, ONE WARRANT IS DRAWN IN THE AMOUNT OF \$45 FOR THE FIRST TWO CHILDREN, AND IN THE MIDDLE OF THE MONTH A SUPPLEMENTAL WARRANT IN THE AMOUNT OF \$6.38 IS ISSUED TO COVER THE INCREASE FOR THE THIRD CHILD.

<sup>\*</sup>Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELLED WARRANTS OAS. ANB. APSB. ANC

628-06

When a warrant is issued in lieu of a cancelled warrant, within the time limit specified in Sec. 611-90, Cancellation of Aid Warrants, as provided in Sec. 611-95, Reissuance of Warrants, and the cancellation has been reported, Federal (if eligible to Federal) and State reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (See Sec. 626-50, Supplemental AID CLAIMS.) Full explanation shall be given including the warrant number of the cancelled warrant; also the name of payee on the cancelled warrant if the reissued warrant is made payable to a person other than the original payee. (WAIC 1560, 2140, 3075, 3460)

628-10 STATE AUDIT OF AID CLAIMS
OAS, ANB, APSB, ANC

628-10

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of State and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case. (WAIC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-20 AID CLAIM CORRECTION OAS, ANB, APSB, ANC

628-20

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that State and county records agree. Questions should be immediately taken up with the SDSW. (Wall 1559, 1560, 2140, 2189, 3075, 3087, 3, 3460, 3482)

### 628-00 (Continued)

628-00

- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);
- C. Who bears one of the following degrees of relationship:

1.	Father	16.	Brother of the half-blood
2.	Adoptive father	17.	Brother-in-law
3.	Mother	18.	Half-brother-in-law
4.	Adoptive mother	19.	Adoptive brother
5.	Grandfather	20.	Sister
6.	Grandfather-in-law (Meaning the	21.	Sister of the half-blood
	husband by a second marriage of	22.	Sister-in-law
	one of the child's natural grand-	23.	Half-sister-in-law
	mothers)	24.	Adoptive sister
7.	Great-grandfather	25.	Step-brother
8.	Adoptive father of the child's	26.	어머니가 생겨지는 아무지 않는데 맛이 많아야 한다면 가장 아름다면 하는데 하는데 하는데 하는데 하는데 하는데 나를 하는데
	natural parent	27.	
9.	Grandmother	28.	이 있는 것이 없는 아니다. 그는 사람들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이들은 아이
10.		29.	Uncle (of the half - or
	the wife by a second marriage		whole-blood)
`	of one of the child's natural	30.	Aunt (of the half- or
	grandfathers)		whole-blood)
11.	Great-grandmother	31.	Uncle in-law
12.	Adoptive mother of a child's	32.	Aunt-in-law
	natural parent	33.	Great-uncle (including
13.	Step-father (but not his parents)		great, great, etc.)
14.	Step-mother (but not her parents)	34.	Great-aunt (including
15.	Brother		great, great, etc.)
			(W&IC 1560; FSSB)

# 628-05 REPORTING OF CANCELLED AID WARRANTS OAS, ANB, APSB, ANC

628-05

Any warrants for which claims were allowed by the SDSW, and which are subsequently cancelled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Details shown on the Report of Cancelled Warrants (Form Ag, Bl,CA 804) which accompanies each respective claim. Current cancellations shall be crossed off the Aid Pay Roll (Form Ag, Bl,CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (See Secs. 361-33, CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE, AND 611-90, CANCELLATION OF AID WARRANTS.) (W&IC 1560, 2140, 3075, 3460)

In 1939, there was added to the Department's functions, the responsibility of supervision of a Merit System for county welfare administration, which is incorporated into the Statutes of 1941. This provides for the selection and appointment of persons engaged in the administration of the public assistance programs on a merit basis, adding another major division of the Department-making a total of seven. In addition to these, there are service units within the Department, including accounts and auditing, research and statistics, and office management.

The 1945 Legislature appropriated money for the treatment of blind persons, in order to restore or partially restore sight. This is an integral part of the Aid to Needy Blind Program.

In four of the seven divisions of the Department, the Department is the direct operator; namely, in adoptions, inspection of hospitals, in treatments for the blind, and if the merit system.

In the boarding home and institutions licensing function for aged and children, a portion of the State is carried by direct operations and a portion by local, public and private agencies. In the other major divisions, the Department acts as a supervisory agent; the counties are the direct administering body.

The Department, in carrying out its supervisory duties, maintains a field service for the purpose of reviewing the administration within each county to determine that the laws, rules and regulations are properly carried out, and to audit the expenditure of State and Federal money.

The Department also maintains two branch offices, one in Los Angeles and one in San Francisco, in order to furnish service to the public.

BEN KOENIG Chairman, State Social Welfare Board

#### PREFACE

The State Department of Social Welfare was established in 1929, and was governed by a Board of five members appointed by the Governor for four-year terms, who succeeded the Board of Public Welfare, who in turn succeeded the State Board of Charities and Correction which was established in 1903; the Director of the Department was the ex-officio Chairman of that Board.

In 1937, the Legislature changed the Board to one of seven members appointed on rotating terms of four years each. That Board was a full administrative board which appointed the Director of the Department holding office at the pleasure of the Board.

In 1943, the Board retained its administrative powers and duties but the appointment of the Director of the Department was placed in the hands of the Governor--the appointment of the Director to be confirmed by the Senate.

In 1945, the Legislature again changed the Board, restricting its duties and responsibilities to policy, rules, regulations, and the hearing of appeals, placing in the hands of the Director the administration of the Department operating under the Statutes and the rules and regulations as established by the State Social Welfare Board.

The Department of Social Welfare as established in 1929 assumed the responsibilities and duties of the State Department of Public Welfare, which included inspection and licensing of private boarding homes and institutions for the Aged and for Children, Adoptions, Aid to Needy Children and the inspection of public hospitals.

In 1929, there was added to these duties the supervision of administration of Aid to Needy Aged and Aid to Needy Blind, making six major divisions in the Department. After these additions, the work of the Department did not materially increase in volume until 1936, when monies became available to the State of California through the enactment of the Federal Social Security Act, and special legislation was adopted so that California might avail itself of these Federal monies.

Since 1936, there has been a steady increase in the volume of work, until today the Department consists of several hundred employees.

In 1937, the United States Children's Bureau and the Department jointly established a program of Child Welfare Services to furnish consultant services to both State and local welfare departments.

Certified as a Regulation (or as Regulations) of t State Light of Social Will (Name of State Agency) (Signature)

Harl Marren Covernor

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14 September 25, 1945

Hon. Frank H. Jordan Secretary of State Room 109, State Capitol Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

ADOPTION MANUAL LETTER NO. 1

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

CHARLES M. WOLLEWBERG, Director Department of Social Welfare

366:b5 Attachments

in the office of the Secretary of State
of the State of California

FRANK M. JORDAN, Secretary of State

By College State

By College

SACRAMENTO, CALIF.

SACRAMENTO, CALIF.

1945 SEP 26 PM 2 27

FRANKM, JORDAN

SECRETARY OF STATE

STATE OF CALIFORNIA

MAIN OFFICE SACRAMENTO 616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE David Hewes Building 955 Market Street EARL WARREN

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento September 24, 1945

124

ADOPTION MANUAL LETTER NO. 1

The attached manual revisions 1 thru 26 are to be entered in your copy of the Manual of Adoption Policies and Procedures and the revision numbers cancelled on the back of the cover sheet.

These revisions were made necessary because of the legislative enactment of Assembly Bill 1838 (Statutes of 1945, Chapter 1316) and Assembly Bill 928 (Statutes of 1945, Chapter 1317.)

in the office of the Secretary of State
of the State of California

SEP 2 6 1945

FRANK M. JORDAN, Secretary of State

#### . 2110 (Section Continued)

2110

4. Where such father or mother, whose consent is otherwise required, has been declared by a court of competent jurisdiction of this or any other state to be feeble-minded or insane, if the State Director of Institutions or the superintendent of the State hospital of which, if any, such father or mother, is an inmate or patient, certify that such father or mother will not be capable of supporting or controlling the child in a proper manner.

#### 2120 TYPES OF ADOPTIONS

2120

#### 1. Independent Adoptions

This type of adoption is one in which presumably the parent or parents have chosen a home and placed the child there for adoption. It differs (1) from an "agency adoption" in which the child has been relinquished to an agency licensed to find homes for children and place children for adoption and (2) from the "stepparent adoption" in which one natural or adoptive parent retains custody and control of the child.

The Department of Social Welfare under Sec. 226, Civil Code, is responsible for investigating all independent adoptions to ascertain whether the child is a proper subject for adoption and whether the proposed home is suitable for the child, prior to accepting the consent of a natural parent to the adoption of the child by the petitioner." (See Chapters III and IV, Secs. 2200-2340)

# 2. Stepparent Adoptions

This type of adoption under Secs. 226 and 227a, Civil Code, is one in which a stepparent is a petitioner, one natural or adoptive parent retaining his or her custody and control of the child. Adoptions of this type are investigated by the probation officer of the county in which the petition is filed. The State Department of Social Welfare has responsibility for prescribing a form for the consent, which form, when signed, must be filed with the Department. (See Chapter IX, Secs. 2800-2810)

#### 3. Agency Adoptions

Section 226, Civil Code, provides that societies may be licensed by the State Department of Social Welfare to find homes for children and place children in homes for adoption. Section 224m, Civil Code, provides that the father or mother may relinquish a child for adoption by a written statement acknowledged before a secretary or assistant secretary of a licensed adoption agency.

In actual practice the agency files with the State Department of Social Welfare its report on the child and the foster home, and the Department, if it approves the report, sends to the agency its formal approval and waiver of further investigation. (See Chapter VIII, Secs. 2700-2740)

#### CHAPTER III

#### INDEPENDENT ADOPTIONS

2200 LEGAL BASIS

2200

Section 226 of the Civil Code sets forth the basic statutory Petition FOR framework under which the State Department of Social Welfare is given ADOPTION responsibility for the investigation of "independent" adoptions.

226. Any person desiring to adopt a child may for that purpose petition the Superior Court of the county in which the petitioner resides and the clerk of the court shall immediately notify the State Department of Social Welfare at Sacramento in writing of the pendency of the action and of any subsequent action taken. In all cases in which consent is required, except in the case of an adoption by a stepparent where one natural or adoptive parent retains his or her custody and control of the child, unless a society licensed by the State Department of Social Welfare to find homes for children and place children in homes for adoption joins in the petition for adoption, the consent of the natural parent or parents to the adoption by the petitioners must be signed in the presence of an agent of the State Department of Social Welfare on a form prescribed by such Department and filed SIGNING OF with the clerk of the Superior Court in the County of the petitioners' residence.

Such consent, when reciting that the person giving it is entitled Effect of to the sole custody of the minor child, shall, when duly acknowledged before such agent, be prima facie evidence of the right of the person making it to the sole custody of the child and such person's sole right to consent.

In all cases of adoption in which no agency licensed to place Dury of children for adoption is a party, except in the case of an adoption by a stepparent where one natural or adoptive parent re- WELFARE tains his or her custody and control of the said child, it shall be the duty of the Department of Social Welfare to accept the consent of the natural parents to the adoption of the child by petitioners and to ascertain whether the child is a proper subject for adoption and whether the proposed home is suitable for the child, prior to filing report with the court.

In all cases in which the consent of the natural parent or parents is not necessary and a society licensed to place children for adoption is not a party to the petition, the State Department of Social Welfare shall, prior to the hearing of the petition, file its consent to the adoption with the clerk of the Superior Court of the county in which the petition is filed. Such consent shall not be given by the Department of Social Welfare unless the child's welfare will be promoted by the adoption.

Except in the case of the adoption of a child by a stepparent REPORT BY where one natural or adoptive parent retains his or her custody | DEPARTMENT OF SOCIAL

DEPARTMENT WELFARE

2200 (Continued)

2200

and control of the child, it shall be the duty of the Department of Social Velfare to submit to the court a full report of the facts disclosed by its inquiry with a recommendation regarding the granting of the petition within 180 days after the filing of the petition; provided, however, that the court may allow such additional time for the filing of said report as in its discretion it may see fit. The report required of the Department of Social Welfare may be waived by the Department in all cases in which a society, licensed by the Department of Social Welfare to place children in homes for adoption, is a party or joins in the petition for adoption. Such waiver may be issued by the Department at any time, either before or after the filing of the petition for adoption.

Whenever any report or findings are submitted to the court by the Department of Social Welfare under any provision of this REPORTS TO section, a copy of such report or findings, whether favorable or unfavorable, shall be given to the attorney for the petitioner in the proceedings, if the petitioner has an attorney of record, or to the petitioner.

If the father or mother of a child to be adopted is outside the State of California, at the time of signing consent, his or her consent may be signed before a notary or other person authorized to perform notarial acts and in such case the consent of the Department of Social Velfare will also be necessary, but such consent shall not be necessary where the adoption is by a stepparent and one natural parent retains custody and control of the child,

NON-RESIDENT

A parent who is a minor shall have the right to sign a consent MINOR for the adoption of his or her child and such consent shall not PARENTS be subject to revocation upon such parent reaching his or her majority.

If for a period of 180 days from the date of filing the petition, APPEAL or upon the expiration of any extension of said period granted by the court, the Department of Social Welfare fails or refuses to accept the consent of the natural parent or parents to the adoption, or if said Department fails or refuses to file or to give its consent to an adoption in those cases where its consent is required by this chapter, either the natural parent or parents or the petitioner may appeal from such failure or refusal to the Superior Court of the county in which the petition is filed, in which event the clerk shall immediately notify the Department of Social Welfare of such appeal and the Department shall within 10 days file a report of its findings and the reasons for its failure or refusal to consent to the adoption or to accept the consent of the natural parent. After the filing of said findings, the court may, if it deems that the welfare of the child will be promoted by said adoption, allow the signing of the consent by the natural parent or parents in open court, or if the appeal be

. 2200 (Continued)

2200

from the refusal of said Department to consent thereto, grant the petition without such consent.

# 2210 PROCEDURE FOR FILING PETITION FOR AN ADOPTION

2210

#### 1. Filing

- a. Any person desiring to adopt a child may for that purpose petition the Superior Court of the county in which the petitioner resides and the clerk of the court shall immediately notify the State Department of Social Welfare at Sacramento in writing of the pendency of the action and at any subsequent action taken. (Sec. 226, Civil Code)
- b. The petition for adoption must be filed in the office of the county clerk in the county in which the petitioner resides. (Secs. 226 and 227, Civil Code)

#### 2. Form of Petition

a. There is no required form for a petition and it may be prepared by either the attorney for the petitioner, or by the petitioner acting as his own attorney. The Department will make available on request to the petitioners or their attorney an outline which may be used in the preparation of an adoption petition. (See Appendices, Sec. 2935)

# 3. Content of Petition

In order to ensure that basic legal requirements are met it is desirable to include in the petition the following points regarding the petitioners, the child to be adopted, the child's name after adoption:

#### a. Petitioners

(1) That petitioners are residents of the county in which the petition is filed. (Sec. 226, Civil Code)

(2) That petitioners are adults (i.e., over 21 years of age), and at least 10 years older than the person adopted. (Secs. 221,

- 222, Civil Code)
  Petitioners' marital status. This is necessary because of the provision that a married man not lawfully separated from his wife can not adopt a child without the consent of his wife, nor can a married woman not thus separated from her husband, without his consent, provided the husband or wife not consenting is capable of giving such consent. (Sec. 223, Civil Code)
- (4) The address of the petitioners is not required by law, but it is desirable to include it in the petition since the petitioners will be interviewed during the course of the investigation.
- 1. Paragraph 7, Sec. 226, Civil Code, omitted since the paragraph pertains to a stepparent adoption in which the SDSW has no power of investigation.

#### 2210 (Continued)

2210

#### 5. Adoption Costs

- a. There are no filing fees and no court costs.
- b. There are no fees for services of State Department of Social Welfare in its investigation.
- c. Petitioners are responsible for any attorney's fees incurred by them.
- d. If separate action is necessary to have the child declared free from custody and control of his natural parents, there may be fees involved for service of citation and cost of publication in the newspaper of citation.
- e. If the consent of the father is to be eliminated under Sec. 224, Civil Code, there may be costs involved in personally serving him with the copy of the citation of the hearing, or in serving him by publication.
- f. If depositions are necessary under Secs. 227 and 227a, Civil Code, costs must be borne by petitioners.

# 2220 RESPONSIBILITY OF STATE DEPARTMENT OF SOCIAL WELFARE FOR INDEPENDENT ADOPTIONS

2220

# 1. Service Rendered Prior to Filing of Petition

Prior to receipt by the Department of notification of pendency of an adoption petition in a county, the Department has no legal obligation to render any service on an adoption matter. In actual practice, however, the Department can give considerable service to natural parents, prospective adoptive parents, attorneys, physicians and other interested persons. Contacts with such persons are generally limited to office interviews or through correspondence. An opportunity is given in these instances to interpret the adoption program and help maintain proper practices of child placement and child care. A pamphlet summarizing the principal provisions of the Adoption Law is available for distribution. A form for guidance in preparing petitions for adoption may be given upon request to petitioners or their attorney.

# 2. Responsibility for Investigation of Independent Adoptions by State Department of Social Welfare

- a. It is the legal responsibility of the Department to:
  - (1) Ascertain whether the child is a proper subject for adoption.
  - (2) Ascertain whether the proposed home is suitable for the child. (Sec. 226, paragraph 3, Civil Code)

#### .2220 (Continued)

5550

- (3) To submit to the court a full report of the facts disclosed by its inquiry, with a recommendation regarding the granting of the petition. (Sec. 226, paragraph 4, Civil Code)
- (4) To submit to the attorney for the petitioner in the proceedings, if the petitioner has an attorney, or to the petitioner, a copy of any report or findings submitted to the court. (Sec. 226, paragraph 6, Civil Code)
- (5) To witness the signature to the consent to adoption by the natural parent or parents residing in California on a form prescribed by the Department. (Sec. 226, paragraph 1, Civil Code)
  - (a) If the father or mother of a child to be adopted is outside the State of California at the time of signing
    consent his or her consent may be signed before a notary
    and in such case the consent of the Department of Social
    Welfare will also be necessary. (Sec. 226, paragraph 8,
    Civil Code)
- (6) In all cases in which the consent of the natural parent or parents is not necessary and a society licensed to place children for adoption is not a party to the petition, the Department shall, prior to the hearing of the petition, file its consent to the adoption with the clerk of the Superior Court of the county in which the petition is filed. Such consent shall not be given by the Department unless the Child's welfare will be promoted by the adoption, (Sec. 226, paragraph 4. Civil Code)
- b. It has been Department policy but not a requirement to have an agent from the Department witness the signature to a withdrawal of consent or a refusal to consent to an adoption by the parent, or parents residing in California. (See Forms Adop M20, M23, M30, and M31).

# 3. Time Limit for Investigation

- a. The Department of Social Welfare shall submit to the court a full report of the facts disclosed by its inquiry with a recommendation regarding the granting of the petition within 180 days after the filing of the petition. (Sec. 226, paragraph 5, Civl Code)
- b. The court may allow such additional time for the filing of the report as in its discretion it may see fit. (Sec. 226, paragraph 5, Civil Code)

### 2320 REPORT TO THE COURT

2320

# 1. Reason for Report to the Court

- a. The State Department of Social Welfare is required to submit to the court a full report of the facts disclosed by its inquiry, with a recommendation regarding the granting of the petition. The final report should be a concise summary of all the facts pertinent to the adoption. (Sec. 226, Civil Code)
- b. "The purpose of the report to the court is to supply the judge with factual information so interpreted that he may have a clear but unbiased understanding of the entire situation surrounding the proposed adoption to assist him in making his decision." From the report the court may have the benefit of this factual information, in addition to the examination of the parties in court, on which to base a decision as to granting the petition. The report to the court, therefore, is one of the most important parts of the adoption procedure and through it the Department may interpret the principles and practices involved in adoption practices.

# 2. Content of the report.

- a. A statement of the facts disclosed by the investigation. (See outline for Court Report and Instructions For Preparing, Appendices Sec. 2930)
- b. A statement of the Department's estimate of the child as a proper subject for adoption.
- c. A statement of the Department's estimate of the suitability of the home for the child.
- d. A statement of the Department's recommendation:
  - (1) If the Department recommends that the petition be granted, the parents consents in the possession of the Department must be attached to the report. There must be a statement that the Department has accepted the parents consents, or the Department consents.
  - (2) If the Department recommends that the petition be denied the section on consents must show that the consent of the parent was signed in the presence of an agent or notary, as the case may be, on the given date; but no reference will be made to the consent in the recommendation. The recommendation should show only the reasons for denial. In such cases the consent will be attached to the report. If the consent of the Department is necessary, the recommendation must show the reasons for denial and that the Department refuses to consent.
- 1. U. S. Children's Bureau, Publication No 262, Mary Ruth Colby, Problems and Procedures in Adoptions (Washington, D. C., 1941), p. 73.

# . 2320 (Continued)

2320

#### 3. Types of report.

- a. Complete report, content described above.
  - (1) Recommendation of approval shall be made when it is determined that the child is a proper subject for adoption and the home suitable for the child.
  - (2) A Recommendation of denial shall be made in every case in which the investigation during the 180-day period (or extension of time granted) fails to establish that (1) the child is a proper subject for adoption, or (2) that the proposed home is suitable for the child. If the only reason the adoption cannot be approved is failure to meet statutory requirements, the recommendation of denial may be made without prejudice.
  - (3) A conditional recommendation of approval may be made when a legal determination is involved. It should never be used, however, in order to escape responsibility for a definite decision when the matter is one involving judgment. Conditional recommendations may be made in the following instances:
    - (a) When the child has been awarded to the mother by judicial decree and the father has willfully failed to contribute to its support for the period of one year when able to do so.
      - 1) If the petition alleges that the father's consent will be eliminated by court determination under Sec. 224, Civil Code, as having willfully failed to contribute when able; or
      - 2) If copy of the citation (either for personal service or by publication) is submitted by the attorney.
    - (b) When the child is to be declared free from the custody and control of the parents.
      - 1) If an endorsed copy of the petition to declare him free from the custody and control of his parents is furnished to the Department; or
      - 2) If notice of the filing of such petition is received from the Juvenile Court.
    - (c) When there is to be a court determination that the mother has sole custody (either for a child born in wedlock but not the child of the woman's husband, or for a child born within 10 months of the dissolution of the marriage).

.2320 (Continued)

2320

- 1) If the petition sets forth the fact that the mother is married but is claiming sole custody, or that the child was born within 10 months after the dissolution of her marriage, and the attorney states that he will have the hearing on the question prior to the adoption hearing; or
- 2) If the Department has been furnished with a copy of the petition asking for the establishment of sole custody.
- (d) When the certificate from the superintendent of a State hospital or the State Director of Institutions qualifies the statement that the parent will not be capable of controlling or supporting the child in a proper manner by such phrases as "I believe" or "in my opinion".

(e) There may be other instances where a conditional recommendation of approval may be desirable. It should be made, however, only with the approval of the supervisor of the Adoption Unit.

#### b. Supplemental Report.

- (1) After the submission to the court of the complete report with recommendations, the Department may be requested by the court to file a supplemental report giving additional information. Such report will always be filed upon request.
- (2) The Department is sometimes asked by the petitioners or their attorney to file a supplemental report in instances where its final report has recommended denial but the petition has never been heard, and in the succeeding years, circumstances have changed.
  - (a) The department will make the requested investigation and report.
  - (b) It is desirable to request the attorney to file an amended petition, setting forth the new facts, and to submit a copy of the amended petition to the Department.
- c. Appeal report. (See Item 6, Sec. 2320)

# 4. Request for extension of time for filing report.

#### a. Legal basis:

Except in the case of the adoption of a child by a stepparent where one natural or adoptive parent retains his or custody and control, it shall be the duty of the Department of Social Welfare to submit to the court a full report of the facts disclosed by its inquiry with a recommendation regarding the granting of the petition within 180 days after the filing of the petition; provided, however, that

# .2320 (Continued)

2320

- (3) After the filing of the findings of the State Department of Social Welfare the court may, if it deems that the welfare of the child will be promoted by the adoption:
  - (a) Allow the signing of the consent by the natural parent or parents in open court.
  - (b) If the appeal is from the refusal of the State Department of Social Welfare to consent, grant the petition without such consent.

#### 2330 COURT APPEARANCE

2330

- 1. The person or persons desiring to adopt a child and the child proposed to be adopted must appear before the court. (Secs. 227 and 227aa, Civil Code)
  - a. Exception.
    - (1) Provision is made for exception if the adoptive parent is commissioned or enlisted in the military service or auxiliary thereof, the United States, or any of its allies, or in the American Red Cross, and appearance is impossible or impractical. In such cases appearance may be made for such person by his or her counsel, commissioned and empowered in writing to do so. (Sec. 227, Civil Code)
- 2. The court must examine all persons appearing before it, each separately. When appearance is made by counsel, the court may, in its discretion, cause such examination of the adoptive parent, other interested party, or witness to be made upon disposition, as it deems necessary (Sec. 227, Civil Code)
- 3. Departmental representation.
  - a. There is no legal requirement that the Department have representative in court, and it is not customary to be so represented, except upon request of the court, petitioners, or their attorney.

# 2340 ACTION OF COURT TO GRANT THE ADOPTION

2340

1. If the court is satisfied that the interests of the child will be promoted by the adoption, the party or parties adopting shall execute or acknowledge an agreement in writing that the child shall be treated in all respects as a lawful child of the party or parties.

. 2340 (Continued)

2340

In those cases where the adopting parent is permitted to appear by counsel the agreement may be executed and acknowledged by such counsel for such absent parent or may be executed by such absent parent before a notary public or any other person authorized to take acknowledgements, including the persons authorized by Section 1183 and 1183.5 of the Civil Code. (Sec. 227, Civil Code; see sample form - Consents of Parties to Adoption, Appendices, Sec. 2935)

- a. The court shall thereupon make an order awarding the custody of the child to the adopting parent or parents. (Sec. 227, Civil Code)
- 2. The petition, relinquishment, agreement and order, and any power of attorney and deposition must be filed in the office of the county clerk and shall not be open to inspection by any person other than the parties to the action and their attorneys, and the State Department of Social Welfare, except upon the written authority of the judge of the Superior Court. (Sec. 227, Civil Code)

#### CHAPTER V

#### CONSENTS

"Since the enactment of the first Massachusetts adoption law, adoption laws enacted in the United States have generally recognized that consent of the parents or other persons legally responsible for the child is important. Under the common law the father of a minor child born in lawful wedlock was entitled to his child's services and earnings as well as to his custody. By inference or by express provision, the States of the United States, with few exceptions, have provided that the rights of the mother and father to the services and earnings of the child are equal. The common law considered the child born out of wedlock as "filius nullius" (nobody's child) and gave him none of the rights or privileges ordinarily accompanying the parent-child relationship. Modern statutes, however, have given the mother of the child born out of wedlock the right of custody and the duty of support, with the attendant right to the services and earnings of her child.

"Even under the common law, the English courts exercised the right to remove a child from the custody of his father in exceptional circumstances, but this was rarely done. The power of the court has been greatly expanded by legislation in the United States, however, and the statutes of every State have authorized the courts to remove a child from the custody of both parents under certain specified conditions.

"Through an adoption action, however, a parent who has not otherwise lost parental rights to his child voluntarily gives up the right to custody, earnings, and services. Accordingly consent is an essential element in the adoption proceeding.1"

# 2400 CONSENT AS DISTINGUISHED FROM RELINQUISHMENT

2400

- 1. A consent to adoption is a statement in writing signed by the natural parent that he gives his full and free consent to the adoption of his child by specified petitioners, whose names appear on the consent which he signs.
  - a. It is the responsibility of the Department to see that the petitioners' names appear on the consent executed by them. (AGO 4672 Sec. 226, Civil Code)
  - b. The agent shall not conceal from the natural parents the identity of the petitioners.

<sup>1.</sup> U.S. Children's Bureau, Publication No. 262, Mary Ruth Colby, Problems and Procedures in Adoptions (Washington, D. C., 1941), p. 84.

# · 2410 (Continued)

2410

c. Adoptive Parents. In the event that an adopted child again becomes the subject for adoption, the consent of the adoptive parents is necessary to the new adoption but the consent of the child's natural parents is not necessary in such cases.

#### 2. Exceptions.

- a. When such father or mother had been judicially deprived of the custody and control of such child by order of the Juvenile Court, declaring such child to be free from the custody and control of either or both of his parents as provided in the Welfare and Institutions Code, adopted May 25, 1937, or any act or acts superseding or amending the same. (Sec. 224-1, Civil Code)
- b. When such father or mother of any child has deserted the child without provision for its identification. (Sec. 224-2, Civil Code)
- c. When such father or mother of any child has relinquished said child for adoption as provided in Sec. 224m of this code. (Sec. 224-3, Civil Code)
- d. When such father or mother, whose consent is otherwise required, has been declared by a court of competent jurisdiction of this or any other state to be feeble-minded or insane, if the State Director of Institutions or the superintendent of the State hospital of which, if any, such father or mother, is an inmate or patient, certify that such father or mother will not be capable of supporting or controlling the child in a proper manner. (Sec. 224, Civil Code)

#### 3. Consent of Parent Who is a Minor.

- a. A parent who is a minor shall have the right to sign a consent for the adoption of his or her child, and such consent shall not be subject to revocation upon such parent's reaching his or her majority. (Sec. 226, paragraph 9, Civil Code)
- b. The consent of the parents of such parent who is a minor is not necessary to the adoption.

#### 4. Form of Consent.

a. In every adoption where the parents' consent is necessary, the consent must be on a form prescribed by the State Department of Social Welfare, except when an agency licensed by the State Department of Social Welfare is a party to the adoption. (Secs. 224m, 227, Civil Code)

#### . 2410 (Continued)

2410

- b. The Department provides separate forms for stepparent adoptions, for independent adoptions, for use of parents residing in California, and for parents residing outside California.
- c. The Department may furnish the attorney with forms for use outside California, but the preferred procedure is for the Department to secure such consents.
- d. If the father or mother of a child to be adopted is outside the State of California, at the time of signing consent, his or her consent may be signed before a notary and in such case the consent of the Department of Social Welfare will also be necessary. (Sec. 226, paragraph 8, Civil Code)

### 5. Corrections and Alterations of Parent's Consent to Adoption.

- a. The consent is a legal document signed before witnesses, and can not be corrected or altered unless the corrections and/or alterations are initialed by the parent signing the consent and the agent witnessing it.
- b. For this reason it is desirable before filling out the consent form, to have at hand a copy of the petition for adoption and a copy of the child's birth certificate in order that complete and accurate information may be recorded on the consent before signature.
- c. When the birth certificate and petition for adoption, or either of them, is not available at the time the consent is signed by the parent, it is advisable to have the consent form filled in by the parent.
- d. Discrepancies between the information on the consent and the information found in the petition and the birth certificate, can be referred to in the report to the court for clarification, and for complete identification of petitioners, the child and natural parents.

#### 6. Signatures on Consents.

a. When the parent signing the consent is known by more than one name, all names shall be signed, for example "Mildred Moore Smith," also known as "Mildred Jackson".

#### 7. Witnessing Consent of Parent.

a. In all cases in which consent is required, the consent for adoption must be signed in the presence of an agent of the State Department of Social Welfare. (Sec. 226, Civil Code) It is recommended that the signature of the natural parent be witnessed by another person, if possible.

· 2410 (Continued)

2410

#### b. Exceptions.

- (1) Non-residents: If the father or mother of a child to be adopted is outside the State of California, at the time of signing consents, his or her consent may be signed before a notary or other person authorized to perform notarial acts, and, in such case, the consent of the State Department of Social Welfare will also be necessary but such consent shall not be necessary where the adoption is by a stepparent and one natural parent retains custody and control of the child. (Sec. 226, paragraph 8, Civil Code; AGO 7861, 8548, 9116)
- (2) Stepparent: In the case of an adoption by a stepparent, where one natural or adoptive parent retains his or her custody and control of the child, the consent of either or both parents must be signed in the presence of a county clerk or probation officer of any county of the State. (Sec. 226, paragraph 7, Civil Code)
- (3) Agency: A consent for adoption does not have to be witnessed by an agent of the State Department of Social Welfare when a society licensed by the State Department of Social Welfare joins in the petition for the adoption. (Sec. 226, paragraph 1, Civil Code)
- c. Acceptability of Consent.
  - (1) The final determination of acceptability of the consent to rest with the court.
- d. Witnessing of Signature.
  - (1) When the natural parent can not sign his or her name but makes a mark, Section 14, Civil Code shall be followed which provides that such mark be witnessed by two persons who must subscribe their own names as witnesses to the document.
  - (2) When the natural parent is in the military service the provisions of Section 1183.5, Civil Code, shall be followed (See Proof and Acknowledgment of Instruments, Appendices, Sec. 2900).

#### 8. When Consents are Signed.

"Adoption should never be planned in haste nor decided upon in an emergency. Ample time for consideration should be allowed the child's relatives and every possible assistance offered to enable them to rear him, before he is placed with a view to adoption." Since by an adoption "the child is severed for all time from those with whom he is

(Section Continued on Next Page)

. 2410 (Continued)

2410

connected by the closest of human ties and this usually takes place before he has reached an age when he can have a voice in the matter, it follows that those responsible for his welfare can not use too much caution in making a decision so vital to his own future. "I

- a. There is no legal requirement regarding the time a consent shall be taken during the course of investigation.
- b. Department policy requires the filing of the petition for adoption before the signing of consent.

#### (1) Exceptions

- (a) When a consent properly executed by a parent who was outside the State at the time of signing is filed with the petition.
- (b) When circumstances of the individual case warrant such exception.
- c. Departmental policy requires that where possible a sufficient investigation of the case be made to determine the advisability of the adoption before the consent is signed. There may be cases in which it seems advisable to take the consent from the natural parent or parents before the investigation of the case is begun. Whether the consents of the natural parents be taken at the beginning or later, it should be made clear to them that the consent may be withdrawn at any time prior to the final court action on the petition. When a consent is taken before the investigation then the following points should be kept in mind:
  - (1) Explanation must be given to the parent that the taking of the consent by the Department does not necessarily mean that it will approve the adoption, unless its investigation indicates that the adoption is for the child's best interests.
  - (2) Explanation must be given to the parent that it is necessary for him or her to keep in communication with the Department until the adoption is completed.
- d. Departmental policy requires that the consent of the natural mother shall never be witnessed by an agent of the Department while the natural mother is still in the hospital or maternity home after confinement for the birth of the child.
- e. Consent should not be signed unless the parent is giving full and free consent to the adoption. If the mother seems to be in doubt as to whether she wishes her child to be adopted, further time should be taken to allow her to make up her mind before witnessing the consent.

(Section Continued on Next Page)

1. U.S. Children's Bureau, Publication No. 216, Katharine F. Lenroot, The ABC-of Foster-Family Care for Children (Washington, D. C., 1936), p. 34.

2410

f. In instances where a parent states that he or she believes adoption to be the best plan for the child and is willing to consent to this particular adoption if the State Department of Social Welfare finds the home to be suitable, the consent may be witnessed with the understanding that the parent will keep the Department informed of his or her whereabouts until the investigation is completed. It is important to know the continued whereabouts of the natural parents following the witnessing of the consent since investigation may not find either the petitioners home suitable or the child a proper subject for adoption. (AGO 10110)

### 9. Acceptance by Department of Parent's Consent

- a. The consent of the parent may be accepted by the Department at any time during the investigation but this does not necessarily mean that it will approve the adoption unless it determines that the child is a proper subject for adoption and the proposed home is suitable for the child. This is true whether consent is witnessed by the agent or obtained by the attorney (when consent is signed outside the State) and filed with the petition or presented in court at the hearing. In the latter instances the agent making the investigation should review the consent before its acceptance. (Sec. 226, paragraph 3, Civil Code; AGO 10110)
- b. If for a period of 180 days from the date of filing the petition, or upon the expiration of any extension of time granted by the court, the Department fails or refuses to accept the consent of the natural parent or parents to the adoption; or if the Department fails or refuses to file or give its consent to an adoption in those cases where its consent is required, either the natural parent or parents or the petitioners may appeal from such refusal to the Superior Court of the county in which the petition is filed. (Sec. 226, paragraph 9, Civil Code)

#### 10. Consent of Department.

- a. In all cases in which the consent of the natural parent or parents is not necessary, the State Department of Social Welfare shall, prior to the hearing of the petition, file its consent to the adoption with the clerk of the Superior Court of the county in which the petition is filed. (Sec. 226, paragraph 4, Civil Code)
- b. If the father or mother of a child to be adopted is outside the State of California, his or her consent may be signed before a notary and in such case the consent of the Department of Social Welfare will also be necessary. (Sec. 226, paragraph 8, Civil Code)

# 11. Withdrawal of Consent by Natural Parents.

a. The natural mother of an illegitimate child and either natural parent or both of a legitimate child may withdraw their consent to (Section Continued on Next Page)

2410

the adoption of their child at any time before the actual issuance of the order of adoption by the court. (See Forms Adop M30, Withdrawal of Consent (illegitimate) and Adop M31, Withdrawal of Consent (legitimate).

#### 12. Refusal to Consent.

a. The parent or parents of a child who are unwilling to consent to its adoption may sign a formal refusal to consent, witnessed by an agent of the Department (Form Adop M20, Adop M23). This is not a requirement, however, and the parent or parents' signed statement in a letter or otherwise, or a verbal statement to the agent of the Department may be accepted as evidence of unwillingness to consent to the adoption.

### 13. Notarial Certificate.

a. When the consent is signed before a notary in another State it is necessary to have attached to the consent a certificate from the clerk of a court of record of the county or district where such acknowledgment is taken that the officer certifying to the same is authorized by law to do so, and that the signature of said officer to such certificate is his true and genuine signature. (Sec. 1189, Civil Code; AGO 7861)

# 2420 FILING OF CONSENT

2420

- 1. The consent of the natural parent or parents to the adoption must be filed with the clerk of the Superior Court in the county in which the petitioners reside. (Sec. 226, paragraph 1, Civil Code)
- 2. In the case of an adoption by a stepparent, where one natural or adoptive parent retains his or her custody or control of said child, the consent of either or both parents, signed in the presence of a county clerk or probation officer of a county of the State, shall be immediately filed with the clerk of the Superior Court of the county where the petition is filed, and said clerk shall immediately file a certified copy of such consent to adoption with the State Department of Social Welfare. (Sec. 226, paragraph 7, Civil Code)
- 3. Filing of Relinquishment.
  - a. The relinquishment to an adoption agency shall be of no effect whatsoever until a certified copy is filed with the State Department of Social Welfare. (Sec. 224m, Civil Code)

2460

2. The adoption law does not require such consent and the child may be adopted over the protest of the guardian. (AGO 8207)

#### 2470 CONSENT WHEN CHILD A WARD OF JUVENILE COURT

2470

- 1. The Department in its investigation consults the Juvenile Court on the proposed adoption and includes in its report a statement of its attitude toward the adoption.
- 2. The law does not require the consent of the Juvenile Court when the child is a ward of the court.

### 2480 CONSENT OF PETITIONERS: CHILDREN

2480

1. There is no legal requirement that the petitioners' children must consent to the proposed adoption, but in the investigation consideration should be given to the attitudes of the potential brothers and sisters and their acceptance of a new member to the family group.

#### 2490 WHEN CONSENTS FROM NATURAL PARENTS NOT NECESSARY

2490

- 1. When such father or mother has been judicially deprived of the custody and control of such child by order of the Juvenile Court, declaring such child to be free from the custody and control of either or both of his parents as provided in Secs. 701, 720, 775 786, Welfare and Institutions Code. (Sec. 224-1, Civil Code)
- 2. Where such father or mother of any child has deserted the child without provision for its identification. (Sec. 224-2, Civil Code)
- 3. Where such father or mother of any child has relinquished said child for adoption as provided in Sec. 224m of this Code. (Sec. 224-3, Civil Code)
- 4. Where such father or mother, whose consent is otherwise required, has been declared by a court of competent jurisdiction of this or any other state to be feeble-minded or insane, if the State Director of Institutions or the superintendent of the State hospital of which, if any, such father or mother, is an inmate or patient, certify that such father or mother, will not be capable of supporting or controlling the child in a proper manner. (Sec. 224-4, Civil Code; see Form Adop M50, Certificate by Supt. State Hospital in Lieu of Consent.)
  - a. Procedure for Securing Certificate under Sec. 224-4, Civil Code in Lieu of Consent of Parent Committed to State Hospital.
    - (1) When a parent of a child to be adopted is an inmate or patient of a State hospital, a clearance with the State hospital should be made before a certificate of the State Director of Insti-

(Section Continued on Next Page)

## · 2490 (Continued)

2490

tutions or the superintendent of the State hospital is requested in lieu of consent, as every person committed to a State hospital would not necessarily be incapable of "supporting or controlling the child in a proper manner."

- (2) As soon as it is learned that the parent is in a State hospital or on parole from one, clearance with the hospital should be initiated. Since every case presents a different situation, the clearance will of necessity be based on the facts of the case. The following points, however, should always be cleared:
  - (a) Date and place of commitment.

(b) Terms of commitment.

- (c) Whether or not a guardian has been appointed; if so, the date and place.
- (d) Whether the person is on parole, or parole is contemplated.
- (e) Social History.
- (f) Diagnosis.

(g) Prognosis.

- (h) Whether in the opinion of the superintendent of the hospital or the Director of Institutions the patient is, or will be, capable of supporting or controlling the child in a proper manner.
- (i) Whether or not the parent's condition would have hereditary significance affecting the adoptability of the child.
- (3) If the prognosis is good or the superintendent or director states that in his opinion the patient will be capable of supporting and controlling the child in a proper manner, the consent of the parent to the adoption will be necessary. Ordinarily if the patient were on parole, the official would not sign the certificate.
- (4) The certificate may be accepted by the Department, when the statement that the parent will not be capable of controlling or supporting the child in a proper manner is qualified by such phrases as "I believe" or "in my opinion." In such cases, however, the recommendation in the court report should be made conditionally, provided the court finds that the provisions of Sec. 2244, Civil Code, have been met.
- (5) The certificate may be signed for the Director of the Department of Institutions or by the Deputy Director. The authority for this is contained in Sec. 865, Political Code, which provides that each deputy possesses the powers and may perform the duties attached by law to the office of his principal, unless otherwise provided for.

### · 2635 (Continued)

2635

date affixed to such judgment, and any marriage of either of such parties subsequent to one year after the granting of the interlocutory judgment as shown by the minutes of the court, and after the final judgment could have been entered under the law if applied for, shall be valid for all purposes as of the date affixed to such final judgment, upon the filing thereof. (Sec. 133, Civil Code)

#### 2640 ADOPTION RECORDS

2640

- 1. The petition, relinquishment, agreement, order, and any power of attorney and deposition must be filed in the office of the county clerk and shall not be open to inspection by any other than the parties to the action and their attorneys and the State Department of Social Welfare except upon the written authority of the judge of the Superior Court. (Sec. 227, Civil Code)
- 2. The Department's records are confidential. The Department and any licensed adoption agency may furnish information relating to any adoption petition to specified agencies when it is believed that the welfare of the child will be promoted thereby. (Sec. 227aaa, Civil Code; Sec. 118, Welfare and Institutions Code.)

# 2645 BIRTH CERTIFICATES AND ADOPTIONS

2645

#### 1. Birth Registration

- a. The birth of each child born in this State shall be registered pursuant to this chapter. (Sec. 10150, Health and Safety Code)
- b. Duty of registering birth, provisions listed in Secs. 10175 through 10182, Health and Safety Code.
- c. Content of Certificates of birth is provided for in Sec. 10200 and general provisions in Secs. 10001, 10201, 10150, Health and Safety Code.
- d. Registration of stillborn children. (Secs. 10325 through 10330, Health and Safety Code)
- e. Unnamed children:

When any certificate of birth of a living child is presented without the statement of the given name, the local registrar shall make out and deliver to the parents of the child a special blank for a supplemental report of the given name of the child, which shall be filled out and returned to the local registrar as soon as the child is named. (Sec. 10225, Health and Safety Code)

f. Unknown children:

(Section Continued on Next Page)

#### · 2730 (Continued)

2730

- c. Receives and acknowledges notice, from the county clerk of the filing of the petition for adoption of the child by the prospective parents.
- d. Reviews material on hand, and, if it is questioned, refers it back to agency for further information and clarification prior to approval.
- e. Files a report with the Superior Court in the county where the petition is filed.
  - (1) Waiving the Department's report to the court, and
  - (2) Joining with the agency in recommending that the petition be granted.

#### 2740 LICENSED AGENCIES IN CALIFORNIA

2740

The following two agencies have been licensed by the State Department of Social Welfare to place children for adoption:

1. The Children's Home Society of California

Headquarters: Los Angeles - Telephone ROchester 1141

3100 West Adams Boulevard

Branch Offices: San Diego - Telephone Main 8565

645 A Street

Oakland - Telephone TRinidad 3347

3995 66th Avenue

San Francisco - Telephone SUtter 6560

995 Market Street

2. The Native Sons and Native Daughters, Central Committee on Homeless Children

Headquarters: San Francisco, 8, Telephone Douglas 2214,135 Stockton

Street

Branch Office: Los Angeles - Telephone OLympia 4105

3924 Sunset Boulevard

#### CHAPTER IX

### STEPPARENT ADOPTIONS

#### 2800 LEGAL BASIS

2800

The general provisions of the Adoption Law apply to stepparent adoptions. The following code sections apply specifically to stepparent adoptions:

1. In case of an adoption of a child by a stepparent where one natural or adoptive parent retains his or her custody and control of said child, the consent of either or both parents must be signed in the presence of a county clerk or probation officer of any county of this State on a form prescribed by the State Department of Social Welfare and the county clerk or probation officer before whom such consent is signed shall immediately file said consent with the clerk of the Superior Court of the county where the petition is filed and said clerk shall immediately file a certified copy of such consent to adoption with the State Department of Social Welfare. (Sec. 226, paragraph 7, Civil Code)

ADOPTIONS BY STEP-PARENTS

2. The probation officer in the county in which the action for adoption is pending shall make an investigation of each case of adoption by a stepparent. No order of adoption shall be made by the court until after such probation officer shall have filed his report and recommendation and the same shall have been considered by the court. (Sec. 227a, Civil Code)

REPORT OF PROBATION OFFICER-STEPPARENT

3. In the case of an adoption of a child by a stepparent where one natural or adoptive parent retains his or her custody | PEARANCE and control of said child, the stepparent may appear by attorney if he or she is in military, naval, or marine service of the United States. The natural or adoptive parent retaining custody of the child and the child proposed to be adopted must appear before the court; provided, that if said natural parent is then commissioned or enlisted in the military service, or auxiliary thereof, of the United States, or of any of its allies, or in the American Red Cross, so that it is impossible or impracticable, because of such person's absence from the State of California, or otherwise for said person to make such appearance in person and said circumstances are established by satisfactory evidence, said appearance may be made for such person by his or her counsel commissioned and empowered in writing to do so and which said power of attorney may be incorporated in the petition for adoption. The court must examine all persons appearing before it pursuant to this section, each separately, and if satisfied that the interests of the child will be promoted by the adoption shall order that the stepparent shall execute or acknowledge an agreement in writing that the child shall be treated in all respects as the lawful child of the party. The agreement shall be executed or acknowledged

COURT AP-BY STEP-PARENT IN SERVICES

> EXAMINA-TION: AGREEMENT COURT

(Section Continued on Next Page)

before a notary public or other person authorized under

2800

Civil Code Secs. 1182, 1183, and 1183.5 to acknowledge instruments or a commissioned officer in command of the stepparent executing or acknowledging the agreement. If the court approves the agreement, it shall thereupon make an order awarding the adoption. This section shall remain in effect until the ninety-first day after final adjournment of the Fifty-Seventh Regular Session of the Legislature or until the cessation of hostilities in all wars in which the United States is now engaged, whichever first occurs. While this section is in effect it shall supersede any existing provisions of law which are in conflict with this section; but such provisions are not repealed by this section and after this section is no longer effective shall have the same force as though this section had not been enacted.

# 2810 RESPONSIBILITY OF STATE DEPARTMENT OF SOCIAL WELFARE IN STEPPARENT ADOPTIONS

2810

- 1. The consent of the Department is not necessary where the consent of one of the parents is executed outside the State. (Sec. 226, paragraph 8, Civil Code; AGO 12-20-32)
- When inquiries are received by the State Department of Social Welfare concerning stepparent adoptions, explanation should be given that the petition must be filed in the county of residence of the petitioners and that the probation officer of that county is charged with the responsibility of investigation and report to the court. The inquirer should be referred to the probation officer for further information. If the attorney for the petitioner sends to the Department a copy of the petition which he has filed, this should be forwarded to the probation office and the attorney notified.

## 2910 PLACEMENT AND ADVERTISEMENT OF PLACEMENT OF CHILDREN FOR ADOPTION

2910

#### Civil Code Sections 224p and 224q

224p. Any person or organization that, without holding a valid and unrevoked license or permit to place children for adoption issued by the State Department of Social Welfare, advertises in any periodical or newspaper, by radio, or other public medium, that he or it will place children for adoption is guilty of a misdemeanor.

224q. Any person other than a parent or any organization, association, or corporation that, without holding a valid and unrevoked license or permit to place children for adoption issued by the State Department of Social Welfare, places any child for adoption is guilty of a misdemeanor.

### Welfare and Institutions Code, Sections 1620-1630

- 1620. No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the Department:
  - (a) Maintain or conduct any institution, boarding home, day nursery, or other place for the reception or care of children under sixteen years of age, nor engage in the business of receiving or caring for such children, nor receive nor care for any such child in the absence of its parents or guardian, either with or without compensation.
  - (b) Engage in the finding of homes for children under sixteen years of age, or place any such child in any home or other place, either for temporary or permanent care or for adoption.
- 1621. The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Sec.1620 of this Code and the Department may, by a member, or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service.
- 1622. The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the State department.
- 1623. A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance.
- 1624. Application for renewal of a permit or license shall be filed ten days prior to its expiration each year. If the application is not so filed, the license or permit is automatically canceled.

(Section Continued on Next Page)

· 2910 (Continued)

2910

- 1625. Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. Written notice of the time and place of such hearing and of the charges made against the holder of the permit or license shall be duly served on him not less than ten days prior to the time fixed for such hearing.
- 1626. No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Sec. 1620 of this Code nor the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare, or of an approved or accredited inspection service.
- 1627. Every holder of a permit or license shall maintain a register setting forth the following facts concerning each child under the age of sixteen years received or cared for, or placed in any home by such license holder:
  - (a) Name.
  - (b) Last previous address.
  - (c) Age.
  - (d) Nearest of kin.
  - (e) Mother's maiden name.
  - (f) Person responsible for his care and maintenance.
  - (g) Such other data as the State Department of Social Welfare requires.
- 1628. Upon the occurrence of any deaths of children or changes in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued.
- 1629. Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place or the performance of any service specified in Sec. 1620 of this Code without first having secured a license or permit therefor in writing, or refuses to permit or interferes with the inspection authorized in Sec. 1621 of this Code, is guilty of a misdemeanor.
- 1630. The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any actions brought for the violation within his county of any of the provisions of this chapter.

#### 2915 INFANT DISMISSAL

2915

#### 1. Rules Pertaining to Infant Dismissal

"Maternity hospitals shall report on the usual report forms to the State Department of Social Welfare within twenty-four hours the name and address of any person, other than a parent or relative by blood or marriage, or the name and address of the organization or institution, into whose custody, a child is given on discharge from the licensed premises." (State Department of Public Health "Rules and Regulations Governing Maternity Homes and Hospitals", p.11)

#### 2. Procedure on Infant Dismissal Reports

- a. Index will refer to the Bureau of Adoptions reports of Infant Dismissals (Form Ad 22) received during the previous month on which petitions have not been filed.
- b. The Bureau of Adoption will write a letter to the person to whom the child was dismissed, calling the person's attention to the adoption and boarding home laws and the necessity for a license if the child is to remain in the home without adoption.

#### DISMISSAL

Dismissal forms may be obtained from the State Department of Social Welfare. They should be completed in duplicate, one copy to be retained for the hospital files, and one to be submitted to the State Department of Social Welfare. (See Form Ad 22)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) Harl Warren Covernor

#### STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14 October 2, 1945

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 4 (Supp.) (Emergency reg.) S.D.S.W. REGULATION BOARDING HOMES NO. 8 (Emergency regulation)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

366:b5 Attachments

SACRAMENTO, CALIF.

SACRAMENTO, CALIF.

1945 OCT 4 AM 9 15

FRANKM. JORDAN
SECRLIARY OF STATE
STATE OF CALIFORNIA

	HE 10 N HE HE HE NO NEW HELD NEW HELD NEW HELD NEW HELD HELD NEW
	rtified as a Regulation (or as gulations) of the
*	State Wept. of Sveial Welface (Name of State Agency)
	(Name of State Agency)
	Our Wilenburg
	(Signature)
	Director (Title)
	10/1/45
	(Date)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

STATE OF CALIFORNIA

Karl Marren

Governor

authority: meelere and lebutione Rode Seco 1620-1630, 23-00-23-11

LOS ANGELES OFFICE
WASHINGTON BUILDING

311 SOUTH SPRING STREET (13)

Department of Social Welfare

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET CHARLES M. WOLLENBERG

FILED

in the office of the Secretary of State of the State of California

OCT 4 - 1945

FRANK N. JORDAN, Secretary of State

Assistant Secretary of State

IN REPLY PLEASE REFER

TO:

Sacramento August 24, 1945

S.D.S.W. REGULATION BOARDING HOMES NO. 4 (Supplement)

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

Subject: Revocation Procedure Accredited Agencies Children's and Aged Boarding Homes

Effective September 15, 1945, the material on revocation by accredited agencies contained on pages 7 and 8 of the S.D.S.W. Regulation Boarding Homes No. 4 is rescinded, and the provision in contracts between the State Department of Social Welfare and accredited agencies whereby the right of revocation of license has been delegated to accredited agencies is revoked.

Sections 1625 and 2305 of the Welfare and Institutions Code have been amended to read as follows:

"Permits or license may be revoked for cause after a hearing before the State Department of Social Welfare or an approved or accredited inspection service. The Proceedings shall be conducted in accordance with Capter 5 of Part I of Division 3 of Title 2 of the Government Code, and the Department shall have the powers granted therein."

Chapter 867, Statutes of 1945, provides that the State Department of Social Welfare and the State Social Welfare Board shall conduct revocation hearings in accordance with the newly enacted Administrative Procedure.

In revocation proceedings the State Department of Social Welfare shall serve upon the licensee an "Accusation", consisting of a written statement of charges which shall set forth the acts or omissions with which the respondent is charged. The "Accusation" shall be accompanied by a statement that the licensee may request a hearing by filing a "Notice of Defense" within 15 days after service of the "Accusation". The "Notice of Defense"

shall be a form, provided by the Department, which, when signed by or on behalf of the licensee, will acknowledge service of the "Accusation". In the "Notice of Defense" the respondent may: Request a hearing, object or admit to the accusation, or present new matter by way of defense. Upon receipt of the "Notice of Defense" the Department shall determine the time and place of the hearing, and shall deliver a "Notice of Hearing" to all parties at least 10 days prior to the hearing. The "Notice of Hearing" shall include the following minimum information:

"You are hereby notified that a hearing will be held before the State Social Welfare Board on the day of 19, at the hour of at (here insert place of hearing) upon the charges made in the accusation served upon you. You may be present at the hearing, may be but need not be represented by counsel, may present any relevant evidence, and will be given full opportunity to cross-examine all witnesses testifying against you. You are entitled to the issuance of subpenas to compel the attendance of witnesses and the production of books, documents or other things by applying to the Director of Social Welfare, 616 K Street, Sacramento, California".

At the time of the hearing, a hearing officer who must be an officer fulfilling requirements of the State Personnel Board, shall temporarily preside over the State Social Welfare Board for the purpose of conducting this hearing, of ruling on the admissibility of evidence, and of advising the Board on questions of law. The hearing officer shall have no vote in arriving at the Board's decision. The decision shall become effective 30 days after service thereof on the licensee, unless the Social Welfare Board determines a different effective date.

Because of these requirements, the delegation of the right of revocation to accredited agencies is being suspended. However, accredited agencies who desire to establish a hearing body and a procedure which meets the above requirements may request the reconsideration of the State Department of Social Welfare.

The cost of the service of a hearing officer to hear revocation proceedings will be borne by the accredited agency if that agency has been delegated responsibility for revocation.

Certified as a sgulation (or as Regulations) of the (Name of State Agency) Osuween (Signature)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET Farl Marren Covernor Steller Cold Sien: 16 20 - 1630, 2300-2310

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento September 21, 1945 FILED

in the office of the Secretary of State of the State of California

gCT 4 - 1945

FRANKM. JORDAN, Secretary of State

Assistant Secretary of State

S.D.S.W. REGULATION BOARDING HOMES NO. 8

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES

COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER

Subject: Fire Safety in Children's

and Aged Boarding Homes

This bulletin rescinds the material issued to accredited and inspection agencies entitled:

- 1. State Fire Marshal Guides for Substandard Buildings and Referrals to State Fire Marshal for Children's and Aged Boarding Homes, dated June 9, 1944.
- 2. Day care in Federal Housing Projects--Supplement to State Fire Marshal Guides Substandard Buildings, dated April 6, 1945.
- 3. Material under Fire Clearance, page 4 of S.D.S.W. Regulation Boarding Homes No. 4.

Due to inadequate funds, the services of the State Fire Marshal will no longer be available for fire safety inspections in boarding homes. Wherever fire safety clearance is available from local fire departments, the homes formerly referred to the State Fire Marshal should receive local fire safety clearance. The boarding homes which should be referred to local fire departments annually for clearance are as follows:

#### Aged Homes

- 1. Boarding homes for the aged accommodating more than nine aged persons of the ambulatory type.
- 2. Boarding homes for the aged accommodating more than six non-ambulatory persons.
- 3. Any aged boarding home which appears to present a fire hazard.

#### Children's Boarding Homes

- 1. Boarding homes for children accommodating more than six children for day care, 24-hour care, or parent-child care.
- 2. Boarding homes for children (day or 24-hour care) located in Federal Housing Projects.
- 3. Any children's boarding home which appears to present a fire hazard.

Any boarding nome for aged or children in the above classifications for which no local inspection is available may be licensed without clearance. However, if it is believed fire hazards exist the procedure in the following paragraph should be followed.

#### Homes Representing Hazards For Which No Local Inspection is Available

Any home for aged or children in which fire hazard is believed to exist and for which no local inspection is available should be discussed with the representative of the State Department of Social Welfare who will request State Fire Marshal inspection.

#### Denials Due to Fire Hazard

In the case of an adverse fire report from the local fire department which results in denial of a license to a boarding home, a letter shall be sent by the accredited agency (or the State Department of Social Welfare for inspection agencies) to the district attorney, or the city attorney (where local ordinances so provide), with a carbon copy to the local fire department and to the welfare department, if the latter is not the accredited agency.

The latter should contain a report of the fire department's findings, a statement that denial of license has occurred, a statement of whether the boarding home plans to discontinue operation immediately, and also a request for action under Section 1630 or 2310 of the Welfare and Institutions Code if the applicant has not planned to immediately discontinue operation.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Com Walendera

MAIN OFFICE SACRAMENTO 616 K STREET (14)

STATE OF CALIFORNIA

Governor

Karl Matren

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

# Department of Social Welfare

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

CHARLES M. WOLLENBERG

Sacramento 14 October 2, 1945

Hon. Frank M. Jordan Secretary of State Room 109, State Capitol Sacramento, California

> IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 247-B (Gen.) (Emergency regulation) DEPARTMENT BULLETIN NO. 266 (WS) DEPARTMENT BULLETIN NO. 267 (WS) (Emergency regulation)

These regulations are filed in accordance with Section 11381 of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

Om. Weent CHARLES M. WOLLENBERG, Director Department of Social Welfare

366: 55 Attachments

FILED

in the office of the Secretary of State of the State of California

OCT 4 - 1945 FRANK M. JORDAN, Secretary of State

By\_

Assistant Secretary of State

SECRETARY OF STATE
STATE OF CALIFORNIA SACRAMENTO, CAL 9

Certified as Regulation (or as
Regulations) the
Sono blent I for a zuel
State Alext of Social Weefare (Name of State Agency)
Cin Wollinberg
(Signature)
Director (Title)
(Title)
10/1/45
(Date)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3) Farl Marren Governor notificans Cole Sees 1560, 2140, 3075, 3460

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento September 5, 1945 FILED

In the office of the Secretary of State of the State of California

OCT 4 - 1945

FRANK M JORDAN, Secretary of State

Assistant Secretary of State

DEPARTMENT BULLETIN NO. 247-B (Gen.)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER TO:

Subject: Procedure for Claiming Federal Participation in Expenditures for Warrants, Postage, Envelopes, etc.

Supplementing Bulletin #247-A, revised instructions for arriving at a predetermined Unit Cost for the preparation, writing and mailing of Aid warrants are set forth below.

# A. WHERE WARRANTS ARE WRITTEN BY OTHER THAN COUNTY WELFARE DEPARTMENT:

The Unit Cost by aids to be used throughout the fiscal year will be computed only once each year and July has been selected as the month in which the cost will be determined. As outlined in Bulletin 247-A the time recording procedure will be followed during the study month only and costs of warrants and envelopes will be taken from the last purchases prior to July.

Actual costs of postage used in mailing the warrants and normal monthly costs of addressograph plates and inserts used during the study month in the routine writing of the warrants may also be considered in determining the Unit Cost. (No charges for addressograph or bookkeeping machine service or repair may be included in computing the predetermined Unit Cost).

# B. WHERE WARRANTS ARE WRITTEN BY THE COUNTY WELFARE DEPARTMENT:

The instructions contained under this heading in Bulletin #247-A still apply.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Chy willing

Certified as a Regulation (or as Regulations) of the (Name of State Agency) Or. Walendar (Signature)

MAIN OFFICE SACRAMENTO 616 K STREET EARL WARREN GOV ER NOR

An tulione Rade Seen. 103, 113, 114, 115, 116, 120, 128.5

STATE OF CALIFORNIA

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG DIRECTOR

Sacramento September 19, 1945 FILED

in the office of the Secretary of State of the State of California

OCT 4 - 1945

FRANKAR, JORDAN, Secretary of State

By Assistant Secretary of State

DEPARTMENT BULLETIN NO. 266 (WS)

TO: COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

Subject: Medical Care Available to Evacuees

and Repatriates Through U.S. Public

Health Service

The State Department of Social Welfare has received from the Social Security Board revised instructions covering both policy and procedure regarding medical care to evacuees and repatriates through the U. S. Public Health Service. These instructions have been incorporated in this Bulletin which replaces Bulletin 255 (WS) and Paragraph 3 of Circular Letter 293 (WS).

The U. S. Public Health Service has authority to provide hospital, medical, or dental care to repatriates or evacuees from the Pacific War Area. The sole eligibility requirement for this care is repatriation or evacuation under Government sponsorship provided that the person is not eligible for medical care from other Federal sources such as the U. S. Employees Compensation Commission, Army, Navy, etc. U. S. Public Health Service requires no means test for this medical care and it can be provided regardless of eligibility for Civilian War Assistance. It is available to all repatriates including subjects of other countries and enemy Medical care is available for any condition present on arrival, even though not directly caused by internment or enemy action. Repatriates needing medical care for a condition developing subsequent to arrival in the United States will be furnished medical care at Public Health Service expense only if the repatriate is eligible for Civilian War Assistance and only during the period the person continues to receive such assistance.

The U. S. Public Health Service has requested assistance of the local public welfare agencies in determining whether the person requesting medical care is actually a repatriate. If any question as to repatriation status arises, the U. S. Public Health Service will pay for emergency care until repatriation status is cleared.

In cities where the U. S. Public Health Service provides direct medical or contract care, it is preferred that these facilities of the U. S. Public Health Service be used. In the cities of San Francisco and San Diego referral should be made directly to U. S. Public Health Service facilities. In the event that these facilities are overcrowded, the person will be returned to the public welfare agency for referral to other community medical services and the U.S. Public Health Service will pay for this care.

In counties where direct or contract service by the U. S. Public Health Service is not available, referrals should be made to the regular community medical service. The repatriate may select his own physician or dentist, or the public welfare department may assist him in arranging care through either public or private facilities, if this service is requested by him. It is not necessary for the public welfare agency to obtain estimates of the cost of medical or dental services, or to determine the proper payment for medical services, since the U. S. Public Health Service will have full responsibility for all financial arrangements.

#### REFERRAL PROCEDURE

Every repatriate requesting medical care must complete an "Application for Medical Care for Repatriates or Evacuees." (See Attachment 5) It has been the practice to provide these applications to all repatriates upon arrival at the port of debarkation. However, if the repatriate did not receive the application form, or has lost it, the county should supply the form which should be completed and sent with the form letter described below to Medical Director W. T. Harrison, U. S. Public Health Service District No. 5, San Francisco (11) California.

The form letter (Attachment #1) should be sent to Dr. Harrison for every repatriate referred for medical care either to U. S. Public Health Service or other medical facilities. The name and address of the public welfare agency should be entered at the top of this form. After "reason for medical referral" enter briefly the type of medical care which the patient requests; for example, "complete physical check-up," "dental care," "eye refraction and glasses," etc.

If the repatriate is referred to community medical facilities, he should be given one copy each of attachments 2, 3, and 4 to present to the medical facility. Attachment 2 is the U. S. Public Health Service authorization to provide medical care. It should be noted that prior individual authorization must be obtained by a dentist for tooth replacement. The name and address of the doctor, dentist, hospital, or clinic should be entered on the left, and the date on the line on the right. The patient's name should be entered on the third line. Attachment 3 contains instructions to the medical facility on medical charges and submittal of bills, and attachment 4 is "Certificates Required for Bills to United States Public Health Service."

If referral is made to U. S. Public Health Service facilities, the U. S. Public Health Service authorization and instructions on medical charges are of course unnecessary, but the applicant should be given the form letter to Dr. Harrison for presentation to the U. S. Public Health Service.

We are sending to county welfare departments only, under separate cover, supplies of U. S. Public Health Service form, "Application for Medical Care for Repatriates or Evacuees" (Attachment 5). Additional supplies may be obtained as necessary from the State Department of Social Welfare. The county welfare departments have already been furnished supplies of attachments 2, 3 and 4, and if additional supplies are needed, these also may be obtained from this Department.

Please advise your field representative immediately if any problems arise in relation to providing medical care to repatriates.

Very sincerely yours.

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Curvatholing

### CIVILIAN WAR SERVICES PROGRAM

W. T. Harrison, Medical Director District No. 5, Federal Security Agency U. S. Public Health Service 1407 U. S. Appraisers Building San Francisco 11, California

Attention: Dr. Kaiser

Dear Dr. Harrison

	We have referred			
to	Address			
for	medical care. The reason for medical referral is that patient			
Inf	ormation secured from the patient indicates that he or she is a			
rep	atriate from the Philippines. Date of arrival in the United States			
was				

We have provided the patient with your instructions to present to the medical facility relative to the procedure for submission of bills.

Very truly yours,

Attachment #1

U. S. PUBLIC HEALTH SERVICE DISTRICT 5
1407 U. S. Appraisers Building
San Francisco, California

Hospital and medical care, including dental treatment exclusiv	e of tooth
replacement for which individual authorization must be obtained	d, is hereby
authorized for	whose eligibility
under the War Civilian Security Program has been established.	

W. T. Harrison (Signed)
W. T. Harrison, Medical Director
Director, District No. 5

Attachment #2

# Federal Security Agency WAR CIVILIAN SECURITY

April 24, 1945

U. S. Public Health Service

# INSTRUCTION ON MEDICAL CHARGES AND SUBMITTAL OF BILLS

Claims for medical services furnished evacuee or repatriate beneficiaries of the Public Health Service should be submitted on the billhead of the physician, hospital, or other agent performing the service or furnishing the supplies. To expedite payment of bill, strict attention should be given to the instructions contained herein. A brief clinical summary giving diagnosis, treatment, condition on discharge and prognosis should be submitted with the bill.

#### A. Medical Charges

- 1. Physicians' fees for services will be paid at rates comparable to those allowed under Workmen's compensation practice for similar services. Charges may be made for consultations but charges for concurrent care of a patient by two or more physicians will not be allowed except under unusual circumstances. Charges for operations, including reduction of fractures, will include a reasonable period of after-care.
- 2. Hospital charges for room and board will be paid at rates established for ward service, except where the attending physician certifies that a private or semi-private room is medically necessary. Charges for private or semi-private room under these conditions will be paid at the minimum rate of the hospital.
- 3. Special nursing service will be paid for at prevailing local rates for such service, provided the attending physician certifies that such service is medically necessary.
- 4. Special drugs or medical supplies other than those furnished in a hospital will be paid for only on the written order of the attending physician.
- 5. Prosthetic appliances will be paid for only if authorization prior to purchase has been obtained from the Public Health Service.

# B. Procedures To Be Observed in Submitting Bills

- 1. The first bill submitted must be accompanied by a copy of the authorization furnished by the Public Health Service.
- 2. Each bill should bear the name and address of the person receiving service or supplies, and the <u>diagnosis</u> of the condition being treated.
- 3. All bills should be submitted in quadruplicate and must be itemized, giving date on which each item of service was rendered, unit cost of each item of services or supplies, and total cost. The required certifications (see attached) must be signed in ink by the appropriate persons, and must appear on or be identified with each bill for services. If bill consists of two or more pages, certification must appear on or make reference to the sheet bearing the total. Bills must not include charges for services rendered by others, unless the person rendering

such services was a salaries employee of the person or agency submitting the bill.

- (a) Physicians' bills must give the date of each service and state whether charge is for an office, hospital, home visit, or other specified service.
- (b) Hospital bills must show the date of admission and date of discharge; the type of accommodation furnished, whether ward, semi-private, or private room; the price of accommodations per day; the number of days for which charge is being made; the name and amount of each drug or item of supplies, the date furnished, and the unit cost.
- (c) X-ray services, whether billed for by hospital or physician, must be supported by a report of the X-ray giving the date, body part X-rayed, number of views taken, and the roentgenologist's interpretation. This report must accompany the bill for the service.
- (d) Special services and/or supplies, including private or semi-private room, special nursing service, special drugs and medical supplies:

  Bills must comply with the general instructions governing submittal of bills as given above, and in addition must bear a certification of medical necessity signed by the attending physician (see 5-(c), below).
- 4. Reimbursement: Reimbursement of persons and agencies for funds expended in furnishing medical care to persons entitled to such care under the War Civilian Security Program will be allowed only under exceptional circumstances and at the direction of the Surgeon General of the U. S. Public Health Service. Claims for reimbursement should be accompanied by receipted bills in favor of the person or agency claiming reimbursement and should be prepared in accordance with instructions given above. Appropriate certifications (see below) signed by the patient and the hospital or physician, and approved by the U. S. Public Health Service District Director whose name and address appears below, must be identified with or appear on each bill.
- 5. Certification of bills: All bills for medical services or supplies must be certified to by the patient and the physician, hospital, nurse, or other vendor of services or supplies, and approved by the U. S. Public Health Service District Director. In those instances where the name of the physician, nurse, or other person rendering services or furnishing supplies appears on the billhead, the signature below the certification should be the same as the printed name.

Certifications covering most situations are given on the attached sheet which may be used in the submittal of bills.

Mail bills to: W. T. Harrison, Medical Director
Director, U. S. Public Health Service Dist. 5
1407 U. S. Appraisers Building
San Francisco 11, California

### CERTIFICATES REQUIRED FOR BILLS TO UNITED STATES PUBLIC HEALTH SERVICE

A Certificate of	, M.D., or Hospital
I certify that the attached	bill, in the amount of \$for services
rendered or supplies furnished to	residing at
during period	from to is
	arges have been paid in the amount of \$by
(If not paid, write "None" in ink	(Name of Payor)
of	and that (if a physician), I was not
(Address of Payor)	
during the period covered by said	bill a full-time employee of the United States.
Date 194_	(Signature of Physician or Hospital Agent)*
	(Signature of Physician or Hospital Agent)*
B. Certificate of Injured Person	
	and/or supplies charged for in the attached bill,
amounting to \$, are	correct and just, were received by me and that I
have paid such charges to the amo	(If none, enter "None" in ink)
	(If none, enter "None" in ink)
7-1-	
Date194	(Signature of Patient) (Present Address)
	(Signature of Patient) (Present Address)
C Certificate of Special Service	s**
I hereby certify that the	
	(List Special Services)
furnished this patient were medic	ally necessary.
Date1	94
	(Signature of Attending Physician)
D Approval for Payment I approve the service and/or	supplies furnished as per the attached bill and
certify that the charges are corr EXCEPTIONS	ect and just, except as hereafter noted.
Date	194
	Director, U. S. Public Health Service Dist. 5 1407 U.S. Appraisers Building San Francisco 11, California

<sup>\*</sup> When a bill is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, member of the firm," or "Secretary," or "Treasurer," as the case may be.

<sup>\*\*</sup> This certification to be used when special services such as special nursing service, hospital care at other than ward rates, special drugs and supplies are furnished.

#### WAR CIVILIAN SECURITY FEDERAL SECURITY AGENCY

Civilian War Medical Care U. S. Public Health Service

Application for Medical Care for Repatriate or Evacuee

Name of Applicant_		Place of Birth				
Age Sex	Color	Nationality				
Present mail address						
Occupation Name of last employer						
Present mail address  Occupation Name of last employer  Period of last employment						
Place of legal residence in United States, if any						
If evacuee, by whom was evacuation ordered						
Were you detained by the er	nemy, and place	If "yes" give dates of detention - from of detention				
		, how incurred				
Have you made application t	to U. S. Employees	Compensation Commission or other  Was claim allowed cted to render treatment				
Name of Agency		Was claim allowed				
Name and address of physici	an or dentist sele	cted to render treatment				
N						
wame of nospital to be used	(if applicable)					
	I hereb	y certiby the above is a true statement				
Date	Signatu:	re of applicant				
If you have been examined by him.	y a physician or de	entist have the following completed				
Diagnosis:						
	Sie	gnature (Physician or Dentist)				
		Address				

Mail to: Medical Director W. T. Harrison, U. S. Public Health Service District 5, San Francisco 11, California.

Certified as a gulation (or as Regulations) of the ale Deph. of Social Weefare (Name of State Agency) Our Walen (Signature)

MAIN OFFICE SACRAMENTO 616 K STREET (14)

Governor STATE OF CALIFORNIA

Karl Marren

and Institutions Code Sees. 103, 113, 114, 115, 116

LOS ANGELES OFFICE WASHINGTON BUILDING 311 SOUTH SPRING STREET (13)

SAN FRANCISCO OFFICE DAVID HEWES BUILDING 995 MARKET STREET (3)

# Department of Social Welfare

CHARLES M. WOLLENBERG DIRECTOR

Sacramento September 19, 1945

DEPARTMENT BULLETIN NO. 267 (WS)

IN REPLY PLEASE REFER TO:

COUNTY BOARDS OF SUPERVISORS COUNTY WELFARE DEPARTMENTS COUNTY AUDITORS

Subject: War Services

Data Forms (WS-9)

Effective immediately it is no longer required that War Services Data Forms (WS-9) be submitted on Enemy Alien and Civilian War Assistance cases.

Some counties may wish to continue use of this form, particularly in connection with preparation of their monthly statistical reports on war services (Forms WS-6 and WS-7). In such cases the SDSW will continue to furnish copies of Form WS-9 without charge.

This bulletin cancels the instructions regarding completion and/or submission of Form WS-9 contained in the War Services Handbook, Sec. 44-00.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director Department of Social Welfare

Cmy warning

FILED

in the office of the Secretary of State of the State of California

OCTA - 1945

FRANK M. JARDAN, Secretary of State

MAIN OFFICE 616 K Street Sacramento

LOS ANGELES OFFICE
Washington/Building
311 South Spring Street
SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren Governor STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG DIRECTOR

> Sacramento October 5, 1945



1299

MANUAL LETTER NO. 86

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Revision 11 Age Personal Property Revision 62 Income Revision 40 Amount of Grant Revision 24 Institution Inmates Revision 42 Relatives Revisions 29 and 30 Classification Revisions 25 and 26 Continuing Services Revisions 96 thru 99 Financial Procedures Revisions 125 thru 127 Continuing Services Reissued Separator

Section 144-08, Determination of Value of Trust Funds, has been revised to include a definition of "trust" for the purpose of W&IC Sec. 2163.6 of the OAS Law.

Recent legislative changes have now been incorporated in Sec. 152-50, Contributions from Legally Responsible Relatives As Income.

Sec. 155-05, Provisions of W&IC Regarding Determination of Amount of Grant in OAS, has been amended to include a new W&IC Code Sec. 2025 in the OAS Law which provides that the grant of Old Age Security shall be increased if, when, and during such times as the United States Government increases its contributions in assistance to the aged in California (the amount shall be increased by an amount equal to such increase but not to exceed a total OAS grant of \$60.)

Sec. 162-05, Eligibility of Public Institution Inmates and Parolees, has been revised by rearranging and restating the information regarding beginning date of aid for applicants released from institutions.

The legal provisions of Sec. 170-00, Relatives, Statutory Provisions, now includes the recent amendment to W&IC Sec. 2224 of the OAS Law which provides that if the district attorney determines that no action should be brought against responsible relatives that a report of his findings and the reason therefor shall be made to the board of supervisors of the county.

Sec. 195-00, Classification of Child of Tuberculous Father (TBF), and 196-00, Classification of Child of Incapacitated Father (CIF), have been revised to include a definition of the term "physician" when used in connection with the establishment of eligibility to Aid to Needy Children under the classification of child of tuberculous father (TBF) and child of incapacitated father (CIF).

Sec. 352-10, Recording of Reinvestigation in ANC, includes instructions to cover the recording under County Report of Eligibility Reinvestigation on the recently revised Affirmation of Eligibility (Form CA 206).

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

# 105-20 LIMITATIONS ON AGE OAS, ANB, APSB, ANC

105-20

The age of the applicant is a factor in determining his eligibility in all aids.

An applicant for OAS is not eligible for aid until he has completed his 64th year and reached his 65th birthday. Aid may not be granted prior to the day and month as well as the year when the age of 65 is reached. (W&IC2140, 2160)

In ANB and APSB, aid may not be granted until the applicant has completed his 15th year and reached his 16th birthday. Aid may not be granted prior to the day and month as well as the year when the age of 16 has been attained. (W & IC 3040, 3041, 3075, 3430, 3431, 3460)

In ANC, a child is eligible until the end of the month in which his 18th birthday occurs except when his birthday falls on the first day of the month. In this instance, aid is only payable through the day preceding the 18th birthday. (Walc 1522, 1552.3, 1560)

### 106-00 PROOF OF AGE REQUIRED IN OAS

106-00

The fact that the applicant has attained the age of 65 must be established in OAS. It is not necessary to establish his exact age. If the exact birth date can not be determined but the year of birth is verified, age 65 is not conclusively established until the 31st day of December of that year. (Wall 2140, 2160)

#### 106-05 PROOF OF AGE REQUIRED IN AND APSB ANB, APSB

106-05

If an applicant for ANB or APSB is 21 years of age or over, the applicant's sworn statement as it appears on the application is considered sufficient evidence of age.

If the applicant states he is less that 21 years of age, verification must be obtained that he is over 16 years of age. (WIC 3040, 3041, 3075, 3430, 3431, 3460.)

### 106-15 PROOF OF AGE REQUIRED IN ANC

106-15

The age of the child for whom application is being made must be verified in ANC. (Walc 1522, 1560)

# 107-00 AGE OF ACCEPTABLE AGE EVIDENCE OAS, ANB, APSB, ANC

107-00

Evidence of age in OAS to be acceptable shall be at least two years old except in the following instances when the OAS law requires that the evidence be at least five years old:

- (a) Statement of age in voter's registration records.
- (b) Statement of age in census records.

or when the age of a piece of evidence does not affect its accuracy; e.g., the affidavit of a personal reference need not be two years old. (Wall 2140, 21620, F, G.)

### 105-00 PROVISIONS, W.& I. CODE REGARDING AGE

105-00

GLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
AID SHALL BE GRANTED TO ANY PERSON WHO HAS ATTAINED THE AGE OF 65 YEARS PROVIDED HE MEETS ALL THE OTHER ELIGIBILITY REQUIREMENTS OF THE OAS LAW. (WEIG 2:60)  ANY OF THE FOLLOWING DOCUMENTS SHALL BE SUFFICIENT PROOF OF THE AGE OF AN APPLICANT:  A. CERTIFICATE OF BIRTH;  B. CERTIFICATE OF BAPTISM;  C. STATEMENT OF AGE AS RECORDED ON MARRIAGE LICENSE OR CERTIFICATE;  D. STATEMENT OF AGE OF THE APPLICANT AS SHOWN BY THE RECORD OF REGISTRATION OF VOTERS IN ANY POLITICAL SUBDIVISION OF THIS STATE, AT LEAST FIVE YEARS PRIOR TO THE DATE OF SUCH APPLICANT;  E. ENTRIES IN A FAMILY BIBLE OR OTHER GENEALOGICAL RECORD OR MEMORANDUM OF THE FAMILY OF SUCH APPLICANT;  THE RETURNS OF THE UNITED STATES CENSUS TAKEN AT LEAST FIVE YEARS PRIOR TO THE DATE OF SUCH APPLICATION;	A PERSON IS ENTITLED TO RECEIVE AND OR APSB IF HE IS 16 YEARS OF AGE OR OVER PROVIDED HE MEETS ALL THE OTHER ELIGI- BILITY REQUIREMENTS OF THE AND OR APSB LAWS. (WAIC 3040, 3041, 3430, 3431)	CHILD WITHIN THE PROVISIONS OF THE ANC LAW. (SEE SEC. 105-20, LIMITATIONS ON AGE
G. THE AFFIDAVIT OF A REPUTABLE PERSON IF IT IS BASED UPON HIS PERSONAL KNOWL- EDGE OF FACTS WHICH WOULD DETERMINE THE PROBABLE AGE OF THE APPLICANT AND IS NOT MERELY A STATEMENT OF BELIEF BASED ON APPLICANT'S PERSONAL APPEAR- ANCE; SUCH AFFIDAVIT SHALL CONTAIN STATEMENTS OF THE CIRCUMSTANCES UPON WHICH SAID AFFIANT'S KNOWLEDGE IS BASED:		
APPROVE. (W&IC 2162)  APPLICATION FOR AID MAY BE MADE WITHIN 60 DAYS PRIOR TO THE DATE ON WHICH THE APPLICANT WILL ATTAIN THE AGE OF 65 YEARS. THE APPLICATION SHALL BE PROMPTLY INVESTIGATED AND ACTED UPON. IN NO EVENT SHALL THE AID BE COMMENCED AS OF A DATE PRIOR TO THE DATE ON WHICH THE APPLICANT ATTAINS THE AGE OF 65 YEARS. (W&IC 2180.1)		

# 144-15 DETERMINATION OF VALUE OF FROZEN ASSETS OAS, ANB, APSB, ANC

144-15

Frozen assets are those which have become unavailable to the owner through no voluntary act on his part and which can not be obtained by any voluntary act on his part. An interest as evidenced by deposits, certificates of ownership, etc., in defunct banks, building and loan associations, or other organizations may be frozen in so far as obtaining funds from the particular bank, or other institution is concerned, but the interest may be saleable at a discount. Such saleable value represents personal property to be considered in determining eligibility for the particular category of aid. (Wall 1560, 2140, 3075, 3460)

### 144-20 DÉTERMINATION OF VALUE OTHER TYPES OF PERSONAL PROPERTY OAS

144-20

In addition to the types of personal property discussed in previous sections, and excluding personal effects aside from those used for commercial purposes or profit, other miscellaneous types of personal property may be encountered. The current market value of such property, i.e., the amount that could be realized upon quick sale, is the basis for determining the value. (W&IC 2140)

# 145-00 PERSONAL PROPERTY ACQUIRED BY PURCHASE OAS, ANB, APSB

145-00

Personal property may be purchased without affecting eligibility for aid provided the value of such personal property, together with other personal property holdings, does not exceed the limitations provided in the law for the respective category of aid.

If a recipient or spouse purchases personal property, the terms of the purchase and plan of payment should be ascertained. If it does not appear that the payments can be met out of the known resources and the grant, the possibility of unknown assets or income should be explored. (Wall 2140, 3047, 3075, 3447, 3460)

# 145-05 PERSONAL PROPERTY ACQUIRED BY GIFT OAS, ANB, APSB, ANC

145-05

The value of personal property acquired by gift shall be considered in determining eligibility in accordance with the provisions of the respective category of aid. A gift is the separate property of the person receiving it. (W&IC 1560, 2140, 3047, 3075, 3447, 3460)

144-08 DETERMINATION OF VALUE OF TRUST FUNDS
OAS, ANB, APSB, ANC

144-08

When an applicant or recipient does not have control of all or part of a trust, of which he is the beneficiary, the current market value of the trust or that portion not under his control (less encumbrances of record in OAS, ANB and APSB) shall not be considered in determining personal property holdings of the applicant or recipient.

When ownership of the trust is dependent upon the occurrence of a certain event, such as the applicant or recipient attaining the age of 21 years, such trust is not considered the property of the applicant or recipient until the stipulated event occurs.

In OAS a trust established for funeral, interment or other similar purpose, even though subject to revocation, shall not be considered personal property provided the trust (1) does not exceed \$500 and (2) a written contract exists between the applicant or recipient and the trustee, setting forth the purpose and condition of the trust. The contract or agreement may be for the purpose of providing funds for funeral, interment, etc. expenses of the recipient and spouse, but no other person. The contract or agreement shall be reviewed and pertinent information shall be noted in the case record. For the purpose of Sec. 2163.6 of the OAS law, a trust is defined as the obligation resulting from a written agreement under which one person, the trustee, obligates himself to apply certain property (the corpus of the trust) of the other person, the trustor or beneficiary, for funeral, interment or other similar expenses of the trustor or his spouse. (Wall 1560, 2140, 2163.6, 3075, 3460)

144-10 DETERMINATION OF PERSONAL PROPERTY VALUE
OF UNDISTRIBUTED ESTATES
OAS, ANB, APSB, ANC

144-10

Personal property in an undistributed estate is considered the personal property of the applicant or recipient when (1) the property is in fact personal property, and (2) the property is available to the applicant or recipient prior to distribution of the estate. The value of such personal property holdings shall be considered in determining eligibility according to the provisions of the respective category of aid.

In determining the value of the inheritance, if any, which is available before distribution consideration should be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) may be deducted from the appraised value as filed with the probate court in determining the net amount of personal property available prior to distribution.

When two or more heirs have an undivided interest in an undistributed estate which is in fact available prior to distribution, each is considered to have an interest in proportion to the number of known heirs. (See Secs. 132-52, Undistributed Estates and 145-10, Personal Property Acquired by Inheritance.) (W&IC 1521.5, 1560, 2140, 3047.5, 3075, 3448, 3460)

152-60

#### 152-60 OFFER OF SUPPORT AS INCOME OAS, ANB, APSB

A mere offer of a contribution for support by a responsible relative or anyone else is not in itself sufficient to render a recipient ineligible. Only contributions for full or partial support which are actually received or unconditional offers of cash shall be considered as income.

The following statements apply to all offers in kind from any source and to all conditional offers of cash in either of which the applicant or recipient does not have a property right. If the cash offer is dependent upon fulfillment of a certain condition or upon refraining from a particular act, e.g., living or not living in a certain place, upon refusal of the offer by the applicant or recipient, he shall be granted aid, if otherwise eligible. (W&IC 2140, 3049, 3075, 3449, 3460: AGO NSION - NS2300, 20 CAL(2) 870)

When the applicant has a property right, i.e., insurance, OASI, stocks, bonds, court order for support, life care contract, or other resource which he owns or in which he has an interest, the benefits accruing from such property are income. (See Sec. 152-20, INCOME FROM PERSONAL PROPERTY.) (W&IC 2020, 2140,2160.5, 3075,3084,3460, 3472)

### 152-70 INCOME FROM ADULTS TO FAMILY BUDGET UNIT

152-70

When a parent of children receiving aid is living in the home and working all earnings are considered as income to the family budget unit. Special expenses incident to the employment shall be allowed in the budget. The actual contribution made by parents not living in the home shall be considered income. The ability of parents to support or contribute is determined by the relationship between the parents' verified income and their reasonable needs.

In general when the OAS, ANB or APSB recipient is a parent of the child or children receiving ANC his prorated share of rent, utilities and household operations is deducted from the budget, as determined for the other parent and children.

When the parent receiving OAS, ANB or APSB is making a definite contribution to the family budget unit from his grant, net income to the family budget unit is determined by deducting food per budget schedule and the individual's prorated share of rent, utilities and household operation from the actual contribution.

Net contribution from adult children or other adults in the home not included in the family budget unit is determined, and considered as income to the family budget unit as set forth in the preceding paragraph.

An allowance from a serviceman is considered as any other contribution from an adult or minor not living in the home, i.e., as income. (W&IC 1511, 1560)

152-40

#### 152-40 LOANS AS INCOME OAS, ANB, APSB, ANC

A bona fide loan contracted by a recipient carries with it the obligation for repayment and hence cannot be considered as making available to the recipient any net or factual amount of income. (See Glossary, Loan.) The funds derived as a result of a bona fide loan, as distinguished from a gift, are equalized by the corresponding indebtedness incurred. The proceeds of such loans shall not be considered income to the recipient when they emanate from non-responsible relatives, friends, persons or agencies, including fraternal, benevolent and non-profit organizations, or, in OAS, private institutions on whom there rests no legal obligation for support. (WAIC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

Loans from a responsible relative may be considered as income because of the legal responsibilities of the relative, provided the responsible relative has the pecuniary ability to contribute the amount of the loan. The loan shall not be considered income when the relative has no such pecuniary ability and the loan must be repaid. (Wall 1560, 2140, 2181, 2224, 3075, 3088, 3460, 3474)

In OAS personal property holdings, in ANB and APSB real and personal property holdings, and in ANC cash and security holdings shall be re-evaluated on the first of the month following the receipt of a loan to determine whether such holdings are within the maximum permitted for the particular category of aid. (WAIC 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460)

# 152-50 CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME OAS, ANB, APSB

152-50

The amount of contributions received from legally responsible relatives in cash, the value of items of support given in kind, i.e., room, board, clothing, etc., and payments made by responsible relatives on behalf of the recipient and for which the recipient is responsible, i.e., mortgage payments on the recipient's real property, etc., represent income. In APSB the value of such income is subject to the \$800 yearly exemption. (See Sec. 361-15, ADJUSTMENT IN AMOUNT OF GRANT.) Exception: Premiums paid by another on the recipient's life insurance shall not be considered income. (See Sec. 152-60, Offer of Support as INCOME.)

The spouse of a recipient may apply to his or her own support and the support of his dependent children such of his income from earnings, annuities, pensions, allowances from servicemen, etc., as is necessary before applying the remainder, if any, to the support of the recipient. (SEE SECS 172-00 AND 172-05, INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE, AND 151-65, INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT)

There shall be no arbitrary division of earnings of minor children. The method of determining the amount of the earnings of the minor child to be used in a household in supplementing or in any way determining the amount of aid to be granted shall be based upon the emancipation of such minor. (See Sec. 171-40, RIGHTS AND PRIVILEGES OF PARENTS OF MINOR CHILDREN.) (WAIC 2003, 2020, 2140, 2142.5, 2163, 2181.01, 2224, 3047, 3075, 3084, 3088, 3447, 3460, 3474)

155-15 (Continued)

155-15

The net income is subtracted from \$50 (See Sec. 155-20, Statutory Maximum (\$50) Less Income), the minimum need of the individual, unless the need is in excess of \$50, in which case the income is subtracted from that amount which represents the total need. In no case however may the grant exceed \$50.

There are two ways of establishing that the need is more than \$50.

1. The cost of special items of need may be added to the \$50 statutory maximum. (See Sec. 155-30, Total Need -- Statutory Maximum (\$50) Plus Special Needs.)

or

2. The amount required to meet the continuing basic needs of the individual together with the cost of any special items of need may be determined by computing a budget of the individual's requirements. (See Sec. 155-25, Total Need - Determination by Budget.)

No monetary limit has been placed upon the extent that need may be in excess of \$50. (Walc 2020, 2020.05, 2140; U. S. PUB L 45)

# 155-20 THE STATUTORY MAXIMUM (\$50) LESS INCOME DAS

155-20

The law establishes \$50 as the minimum need of the individual. When total need of the individual has not been established to be in excess of this amount, the income which must be considered in determining the grant shall be subtracted from \$50. (See Secs. 150-50, Types of Casual Income, and 151-95, Income from Agricultural Labor.) The amount of the grant so determined shall be such that when added to the income it equals exactly \$50. (Wate 2020.00)

The advantages of making grants in whole dollars is recognized, and this is sometimes possible. However, income which is received in a specified known amount, i.e., fixed income, shall be deducted in its exact amount.

Example A: A recipient whose need does not exceed \$50 is receiving OASI in the amount of \$21.19 each month. This is his only income. The income is subtracted from \$50 and aid is granted in the amount of \$28.81 (\$50 minus \$21.19).

Certain other types of income may be adjusted to make the grant of aid in a whole dollar amount. The following types of income may be adjusted:

- 1. Regular income which is <u>estimated</u>, as in the case of value of a contribution in kind, such as free rent, free board and room, etc.
- Example B: A daughter, in whose home an OAS recipient lives, contributes the recipient's share of the utilities. This is estimated to average about \$3.25 per month. This estimate may be reduced to \$3, resulting in a grant of \$47 (\$50 minus \$3).

# 155-05 PROVISIONS OF W&IC REGARDING DETERMINATION OF AMOUNT OF GRANT IN OAS OAS

155-05

The amount of aid to which any applicant shall be entitled shall be when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, fifty dollars (\$50) per month. When the actual need of an applicant exceeds fifty dollars (\$50) per month, such applicant shall be entitled to receive aid in an amount (not to exceed fifty dollars (\$50) per month) which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need. (WAIC 2020)

When amendments to the Federal statutes or rules and regulations of the FSSB permit, income or resources of the applicant shall not be deducted from the amount of aid to which the applicant would otherwise be entitled. (W&IC 2020.05)

If, when, and during such times as the United States Government increases its contributions in assistance of the aged in this state, the amount of the grant of aid provided for in this article shall be increased by an amount equal to such increase by the United States Government, but in no event shall the total aid granted exceed sixty dollars (\$60) per month. (MAIC 2025)

Every person administering aid shall endeavor at all times to perform his duties in such manner as to secure for every aged person the maximum amount of aid to which he is entitled. (W&IC 2142.5)

No rule or regulation shall be adopted or continued in force if it results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. (W&IC 2140)

### 155-15 METHOD OF DETERMINING THE AMOUNT OF GRANT IN OAS OAS

155-15

The applicant or recipient who has no net income from any source shall be granted \$50 a month, the amount provided by law to meet the minimum need of the individual. Likewise a grant of \$50 a month shall be made when the only income received is:

Casual income. (See Secs. 150-40, Definition of Casual Income and Inconsequential Resources, 150-50, Types of Casual Income, and 150-60, Recording of Casual Income and Inconsequential Resources.)

or

Exempt agricultural income under the provisions of Sec. 151-95, Income from Agricultural Labor. (See Sec. 151-93, Definition of Agricultural Labor.)

If the applicant or recipient has income other than casual income or exempt agricultural income, the net income must be taken into consideration in determining the grant. The amount of net income shall be ascertained in accord with the Income Chapter.

163-00 ELIGIBILITY OF INMATES OF NONPROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS
OAS. ANB. APSB

163-00

Aid shall be granted to any person, otherwise eligible, who is an inmate of a home or institution maintained by any fraternal, benevolent or nonprofit organization provided all the following conditions are met:

- 1. There is no contract obligating the home or institution to care for the inmate for life. (See Sec. 163-60, Life-Care Contracts in Nonprofit, Fraternal AND BENEVOLENT INSTITUTIONS.) (W&IC 3044.5, 3460)
- 2. In OAS, the home or institution has a written license or permit from the SDSW or from an inspection service approved or accredited by the SDSW in accord with Sec. 2300 of the W&IC and such license has not been revoked. (W&IC 2160.5)
- 3. The inmate is either obligated to pay the institution for the support provided, or the value of the support given without charge to the inmate is such that his full need is not met. Whether or not the institution has made a bona fide request for payment of the support given shall be ascertained. When full support is not furnished by the institution and the inmate is otherwise eligible, aid shall be granted in an amount necessary to cover the portion of his care not furnished by the institution. (WAIC 3075, 3460; AGO NS5220)

Per capita cost is not a factor in determining eligibility except as provided in Sec. 143-30, Inmate's Interest Resulting from Assignment of Property to Nonprofit Institution. (W&IC 2140, 3044.5, 3075, 3460)

### 162-00 INELIGIBILITY OF PUBLIC INSTITUTION INMATES

162-00

Aid shall not be granted for a child cared for in a Federal, State or county institution or school. Exception: Aid may be granted under certain circumstances to a child in a county hospital. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITAL-IZATION)

Aid shall be discontinued effective as of the last day of the month in which the child for whom aid is received entered the public institution.

When aid is discontinued due to the confinement of such child in any public institution, the county may provide that aid be restored when the child ceases to be an inmate of the institution. Upon release of the child, aid may be granted for the balance of the month during which time the child was not an inmate provided the child is otherwise eligible. (W&IC 1529, 1560)

# 162-05 ELIGIBILITY OF PUBLIC INSTITUTION INMATES AND PAROLEES OAS. ANB. APSB

162-05

An inmate of a public institution may apply for aid, and if otherwise eligible, aid shall be granted. The applicant may remain in the institution until he receives his first warrant at which time he shall cease to be an inmate. Upon release aid shall be granted to such inmate from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. (Wall 2160s, 3044, 3444)

The warrant delivered upon the applicant's release from the institution shall be in the full monthly amount, provided the application was signed on or prior to the first day of the month in which aid was granted. (See Secs. 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION, AND 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM INSTITUTION.) (WAIC 2140, 2160e, 2183, 3044, 3075, 3084, 3444, 3460)

A person may apply for and receive aid while on parole from a State Hospital. (SEE SEC. 124-35, RESIDENCE WHILE ON PAROLE) (AGO NS858, NS3293)

Aid shall be granted to a person on parole from a prison if he is otherwise eligible. (AGO NS5624)

An inmate of a veterans hospital or home may apply for ANB or APSB and receive such aid while an inmate. (Wall 3044, 3044.5, 3075, 3444, 3460; AGO NS572)

A person confined in a public institution of a custodial or correctional character is not eligible to receive aid and aid shall be discontinued as of the last day of the month in which a recipient enters such institution. When aid is restored following discontinuance because of confinement in a public hospital or in a public institution of a custodial or correctional character, aid may be restored for the balance of the month during which he was not confined in such institution, provided he is otherwise eligible. (See Sec. 215-00, Restoration Of A16.) (WAIC 2140, 2160e, 3044, 3075, 3444, 3460)

170-00 (Continued)

170-00

OLD AGE SECURITY .	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
MAY BE LIABLE. IF THE DISTRICT ATTORNEY OR OTHER CIVIL LE- GAL OFFICER OF THE COUNTY DETERMINES FOR ANY REASON THAT AN ACTION SHOULD NOT BE BROUGHT, A REPORT OF HIS FINDINGS AND THE REASON THEREFOR SHALL BE MADE TO THE BOARD OF SUPERVISA- ORS OF THE COUNTY. ANY SUM SO RECOVERED SHALL BE CREDITED BY THE COUNTY TO THE COUNTY, TO THE STATE AND TO THE FEDERAL AL GOVERNMENT IN PROPORTION TO THE CONTRIBUTIONS OF EACH RESPECTIVELY, OR IN THE MANNER PRESCRIBED BY THE STATE DE- PARTMENT OF SOCIAL WELFARE. THE GRANTING OF OR CONTINUED RECEIPT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&IC 2224)		
No officer or employee of any county shall make any demand upon any person, other than a legally responsible relative, of any applicant for or recipient of OAS, to contribute a stated amount to the support of the applicant or recipient each month, or to agree so to contribute, or shall threaten any such relative with any legal action against him by or on behalf of the county, or with any penalty whatsoever, unless he agrees so to contribute. (W&IC 2011)		

170-00

#### 170-00 RELATIVES, STATUTORY PROVISIONS

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
A PERSON IS ELIGIBLE, PROVIDED HE MEETS ALL OTHER ELIGIBIL— ITY REQUIREMENTS, IP HE IS NOT RECEIVING ADEQUATE SUPPORT FROM A HUSBAND OR MIFE OR CHILD ABLE AND RESPONSIBLE UNDER THE LAMS OF THIS STATE TO FURNISH SUCH SUPPORT; FREE BOARD AND LODGING SUPPLIED TE AN APPLICANT, BECAUSE OF HIS NECES— SITY, BY A FRIEND OR RELATIVE WHO IS NOT RESPONSIBLE FOR HIS SUPPORT, SHALL NOT BE GROUND FOR REFUSING AID. (MAIC 2160-F)  THE BOARD OF SUPERVISORS SHALL UPON RECEIPT OF THE REPORT BET THE INVESTIGATION DETERMINE THE HABILITY OF RESPONSIBLE RELATIVES TO CONTRIBUTE TO THE SUPPORT OF THE APPLICANT AND BESIGNATED THE AMOUNT OF AID, IF ANY, TO BE GRANTED. THE MAXIMUM DEGREE OF LIBBILITY OF THE RESPONSIBLE RELATIVE SHALL BE DETERMINED BY "RELATIVES" CONTRIBUTION SCALE." IN DETERMINING ABILITY TO CONTRIBUTE, THE FINANCIAL CIRCUM- SIDERATION AND, IN UNUSUAL CASES, CONTRIBUTIONS AT LESS THAN THE AMOUNT FIXED BY "RELATIVES CONTRIBUTIONS AT LESS THAN THE AMOUNT FIXED BY "PRELATIVES CONTRIBUTIONS AT LESS THAN THE AMOUNT FIXED BY "PRELATIVES CONTRIBUTION SCALE." MAY BE MADE AS THE BOARD OF SUPERVISORS MAY DEEM JUSTIFIABLE. A MARRIED DAUGHTER OF THE APPLICANT SHALL NOT BE REQUIRED TO MAKE CONTRIBUTIONS UNLESS SHE HAS INCOME CONSTITUTING HER SEPARATE PROPERTY. (WAIC 2181)  NO GRANT OF AID SHALL BE MITHHELD PENDING INVESTIGATION OF THE FINANCIAL CONDITION OF RESPONSIBLE RELATIVES, IF THE APPLICANT HAS ESTABLISHED THE FACT THAT HE IS NOT RECEIVING SUPPORT FROM SUCH RELATIVES. (MAIC 2181.01)  THE BOARD OF SUPERVISORS SHALL DETERMINE IF THE APPLICANT OF THE FINANCIAL CONDITION OF RESPONSIBLE RELATIVES, IF THE APPLICANT HAS ESTABLISHED THE FACT THAT HE IS NOT RECEIVING SUPPORT FROM SUCH RELATIVES. (MAIC 2181.01)  THE BOARD OF SUPERVISORS SHALL DETERMINE IF THE APPLICANT OF THE PERSON SUCH RELATIVES. (MAIC 2181.01)  THE BOARD OF SUPERVISORS SHALL DETERMINE IF THE APPLICANT OF THE PERSON SUCH SERVISORS SHALL DETERMINE IF THE STATE, A SPOUSE OR ADULT CHILD SOUND BY THE BOARD OF SUPERVISORS, THE SUPPORT SHOULD SUPPORT SAID PRESON, THE FRONT SO	FRANY APPLICANT FOR OR RECIPIENT OF AND OR APSB HAS RESIDING WITHIN THE STATE, A SPOUSE, PARENT OR ADULT CHILD PECUNIAR, AND SUCH RELATIVES FAIL TO PERFORM THEIR DUTY TO SUPPORT THE BLIND PERSON, THE COUNTY MAY REQUEST THE DISTRICT ATTORNEY, OR OTHER CIVIL LEGAL OFFICER OF THE COUNTY TO PROCEED AGAINST THE KINDRED IN THE ORDER OF THEIR RESPONSIBILITY FOR SUPPORT. (WAIC, SECS. 3088, 3474)  UPON SUCH REQUEST, THE DISTRICT ATTORNEY, OR OTHER CIVIL LEGAL OFFICER OF THE COUNTY GRANT-ING AID MAY, ON BEHALF OF THE COUNTY, MAINTAIN AN ACTION IN THE SUPERIMOR COURT OF THE COUNTY SUCH PORTION OF THE AID GRANTED AS THE COUNTY SUCH PORTION OF THE AID GRANTED AS THE COUNTY SUCH PORTION OF THE AID GRANTED AS THE COUNTY FIND SUCH RELATIVE OR RELATIVES PRECOVER FOR THE COUNTY ABLE TO PAY, AND TO SECURE AN ORDER REQUIRING THE PAYMENT TO THE COUNTY OF ANY SUMS WHICH MAY BECOME DUE IN THE FUTURE FOR WHICH THE RELATIVE MAY BE LIABLE.  THE RECEIPT OF AID BY THE APPLICANT SHALL NOT BE CONTINGENT UPON SUCH RECEVERY OR SUCH ORDER.  THE SUMS SO RECOVERED SHALL BE CREDITED BY THE COUNTY IN ITS SETTLEMENT WITH THE STATE. (WAIC, SECS. 3088, 3474)	IN ANC, THE PARENT OR PARENTS OF THE CHILD ARE RESPON- SIBLE FOR HIS SUPPORT. THE PAR- ENT ENTITLED TO THE CUSTODY OF A CHILD MUST GIVE HIM SUPPORT AND EDUCATION SUIT- ABLE TO HIS CIR- CUMSTANCES. IF A FATHER'S SUPPORT OF A LEGITIMATE CHILD IS INADE- QUATE, THE MOTHER MUST ASSIST HIM TO THE EXTENY OF HER ABILITY. (CC, SEC. 196)  THE FATHER AS WELL AS THE MOTH- ER OF AN ILLEGIT- IMATE CHILD MUST GIVE HIM SUP- PORT AND EDUCA- TION SUITABLE TO HIS CIRCUMSTANCES (CC, 196-A)

(SECTION CONTINUED ON NEXT PAGE)

195-00 (Continued)

195-00

#### C. Periodic Medical Reports on Tuberculous Father in Home

Where aid is granted when a father who has tuberculosis in a non-communicable stage is in the home, continued eligibility shall be established by periodic medical reports on the father's condition on Form CA 242. Such reports shall be secured at 90-day intervals unless the examining physician recommends, in writing, on the medical report form, that intervals between examinations be extended beyond the 90-day period. Such recommendation shall snow the date of the next examination and the medical report on Form CA 242 shall then be secured at that time.

#### D. Periodic Medical Reports on Another Tuberculous Person in Home

When a person other than the father has twoerculosis in a non-communicable stage, medical reports on Form CA 242(completing questions under Sec. A, 1 thru 4, and Sec. B, 1 thru 4) shall be secured at regular 90-day intervals, unless the examining physician recommends, in writing, on the medical report form, that the intervals between examinations be extended beyond the 90-day period. If such a recommendation is made, the next report shall be secured on the date of the next examination as given by the physician.

#### GAINFUL WORK (EMPLOYMENT) UNDER THE CLASSIFICATION

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (See Sec. 195-05.) INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (IBF), FORM CA 242.)

#### A. Definition of Gainful Work

Except as provided under the <u>trial work</u> period or a retraining (<u>rehabilitation</u>) <u>plan</u> (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility Under TBF Classification" above.)

There will be instances wherein the tuberculous father is assisted by members of his family in carrying on or developing a project such as raising chickens, or milk goats, or similar undertaking, and the medical report indicates the father is not able to undertake gainful work. Net profits from such cooperative endeavor are considered income to the family budget unit and need not be taken into consideration in determining whether the tuberculous father is gainfully employed.

195-00 CLASSIFICATION OF CHILD OF TUBERCULOUS FATHER (TBF)

195-00

#### DEFINITION

A child shall be considered eligible under the classification of child of a tuberculous father when the signed statement of a licensed physician establishes that the father has pulmonary tuberculosis or any other type of tuberculosis and

- 1. The father is in a sanitarium or hospital, or
- 2. The father has tuberculosis in a communicable stage and is living outside the home under a plan of isolation, other than hospitalization, based on the recommendation of the physician, or
- 3. The father has tuberculosis in a non-communicable stage provided periodic medical reports are secured, and
  - a. The physician states he should refrain from employment, or
  - b. If employable, when the physician determines the number of hours of work which the father's physical condition permits and the county determines that this does not constitute gainful employment.

The term physician, when used in connection with the establishment of ANC under the TBF Classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

#### ESTABLISHMENT OF ELIGIBILITY UNDER TBF CLASSIFICATION

A completed Form CA 242. Report on Tuberculous Father, shall be a part of the county record in establishing eligibility under the TBF classification.

A. Father in Sanitarium or Hospital

When the father is in a sanitarium or hospital, the county shall obtain verification from the institution of the <u>date of admission</u>, and shall <u>request notification</u> when the patient leaves.

B. Periodic Medical Reports on Tuberculous Father Not in Home, Sanitarium, or Hospital

When the father is not in the home, a sanitarium, or a hospital, continued eligibility shall be established by a follow-up report from a physician on Form CA 242 at intervals of six months.

196-00 (Continued)

196-00

may be established by a completed Form CA 240 signed by a physician who certified as to eligibility on the basis of a review of the medical information obtained from the Veterans Administration or by a completed Form CA 240 signed by a physician who has made the examination of the incapacitated father. (See Sec. 196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

Under the regulations governing the Veterans Administration Facility, the medical staff of these hospitals are not permitted to make statements in regard to degree or permanence of incapacity. However, the medical report will be released by the Veterans Administration to the county welfare department or physician on receipt of a signed consent of the veteran.

#### GAINFUL WORK (EMPLOYMENT) UNDER CIF CLASSIFICATION

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (See Sec.196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

#### A. Definition of Gainful Work

Except as provided under the <u>trial work</u> period or a retraining (<u>rehabilitation</u>) plan, (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility Under CIF Classification" above.)

195-10

# 195-10 CHILD IN HOME WITH TUBERCULOUS PERSON ANC

ANC may not be granted when a person who has tuberculosis in a communicable stage is living in the household. When it is discovered, after aid is granted, that a person who has tuberculosis in a communicable stage is living in the household, a plan of isolation, outside the home, shall be made as soon as possible. However, in no event shall ANC be continued beyond the end of the month following the month of such discovery. (See Sec. 235-80, Verification of Condition of Tuberculous Person in Home.) (WAIC 1560)

### 196-00 CLASSIFICATION OF CHILD OF INCAPACITATED FATHER (CIF)

196-00

#### DEFINITION

A child shall be considered eligible under the classification of child of incapacitated father (CIF) when

The licensed physician's statement establishes that the father has a permanent physical disability and at the time of this determination

- a. The father is unable to engage in any occupation, or
- b. The number of hours of work which the father's physical condition permits as determined by the physician does not constitute gainful employment. (See Sec. 196-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON INCAPACITATED FATHER (CIF), FORM CA 240.)

The term physician, when used in connection with the establishment of ANC under the CIF Classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

#### ESTABLISHMENT OF ELIGIBILITY UNDER CIF CLASSIFICATION

A completed Form CA 240, Report on Incapacitated Father (CIF) shall be a part of the county record in establishing eligibility under the CIF classification.

If the incapacitated father is receiving domiciliary care, or is currently under treatment of the Veterans Administration Facility, eligibility to ANC

#### REVISION RECORD

Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

96	100	104	108	112	116	120	124	128	132	136	140	144	148	152	156	160	
97	101	105	109	113	117	121	125	129	133	137	141	145	149	153	157	161	
98	102	106	110	114	118	122	126	130	134	138	142	146	150	154	158	162	
99	103	107	111	115	119	123	127	131	135	139	143	147	151	155	159	163	

### REFERENCE GUIDE TO CONTINUING SERVICES CHAPTER

#### CHANGES IN AMOUNT OF AID

AID TO NEEDY BLIND, AID TO PARTIALLY SELF-SUPPORTING BLIND	
Adjustments in Amount of Grant APSB	Sec. 36
Changes in Aid, Provisions of Law forChanges in Amount of Aid, Reasons for	36 36
Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination	36
Decrease in Grant	36
Discontinuance of AidForms Used in Changes of Aid	
Increase in Amount of Aid	36
Notice of Change, Action by Board of Supervisors	36
" " Change in Need or Income, No Change in Grant ANB General Instructions	36 36
" " Reporting Reason for Change on	
" " Sec. I, Instructions for Recording Sec. I, Reporting Transfer From ANB to APSB or Vice Versa	36
" " Sec. I, Reporting Transfer From ANB to APSB or Vice Versa	36
" " Sec. III, Approval by Board of Supervisors	
Notification to County Auditor of Change in Grant	36
" Recipient of Change in Grant "SDSW of Change in Grant	
" SDSW of Change in GrantPayment to County for Institutional Care	
Restoration	36
Retroactive Aid Payments by County	36
Suspension of Aid, Cancellation of Warrants for Months During Which Recipient Ineligible	36
Suspension of Aid, Changes in Amount of Grant During	36 36
Suspension ProcedureTransfer Procedure From ANB to APSB or Vice Versa	35
AID TO NEEDY CHILDREN	
Changes in Aid, Provisions of Law for	36
Changes in Amount of Aid, Reason for	36 36
Forms Used in Changes of AidNotice of Change, Action by Board of Supervisors	
" " General Instructions	36
" " Sec. I, Recording on Top of Form Sec. II, Discontinuance of Aid	
" " Sec. III. Recording Change of School Status	36
" " Sec. IV. Recording Change of Pavee	36
" " Sec. V, Approval by Board of Supervisors	36 36
" Recipient of Change in Grant	36
" SDSW of Change in Grant	36
Restoration	
Retroactive Aid Payments by CountySchool Status, Change in, Reported on Notice of Change	36
Suspension of Aid, Cancellation of Warrants for Months During Which Recipient Ineligible	36
Suspension of Aid, Changes in Amount of Grant During	36
Suspension Procedure	36
OLD AGE SECURITY	90
Changes in Amount of AidChanges in Amount of Aid, Reasons for	36 36
Decrease in Grant	36
Discontinuance of Aid	36
Forms Used in Changes of Aid	36
Increase in Amount of Aid	36
" " Change in Need or Income, No Change in Grant	36
" " General Instructions Sec. I, Instructions for Recording	36
" " Sec. I, Instructions for Recording Sec. II, Discontinuance of Payment	36 36
" " Sec. III. Approval by Board of Supervisors	36
Notification to County Auditor of Change in Grant	36
" Recipient of Change in Grant "SDSW of Change	
Payment to County for Institutional Care, Reporting on Notice of Change	36 36
Restoration	36
Retroactive Aid Payments by County	36
Suspension of Aid, Cancellation of Warrants for Months During Which Recipient Ineligible	36 36
Suspension of Aid, Changes in Amount of Grant During	

### REINVESTIGATION PROCEDURES

AID TO NEEDY BLIND, AID TO PARTIALLY SELF-SUPPORTING BLIND

Absence from State, Reinvestigation During				Sec.	351-80
Affirmation of Eligibility, Completion of					351-11
Amount of Aid, Redetermination of					351-40
Blindness, Reinvestigation of					351-50
Changes in Aid Following Reinvestigation					353-20
Date of Reinvestigation					351-05
Eligibility Under ANB or APSB Program, Redetermination of					351-55
Forms Used in Reinvestigation Procedures					353-99 351-12
Home Visits During Reinvestigation					351-12
Income, Reinvestigation of					351-25
Living Arrangements, Reinvestigation of					352-25
					353-00
Other ReinvestigationsPersonal Property, Reinvestigation of					351-20
Real Property, Reinvestigation ofReal Property, Reinvestigation of					351-15
Real Property, Reinvestigation of Recording of Reinvestigation of Reinvestigation.					352-20
Reinvestigations in ANB; APSB					350-20
Relatives, Reinvestigation of					351-30
Report Required of Recipient Who Leaves State					353-05
Requirements of Reinvestigations					351-10
Responsibility for Reinvestigation					351-00
Transfer of Aid from One County to Another, Reinvestigation During.					351-90
Although of all the state of th					
AID TO NEEDY CHILDREN					
					251 00
Absence from State, Reinvestigation During					351-80
Affirmation of Eligibility, Completion of					351-11
Amount of Aid, Redetermination of					351-40 353-20
Changes in Aid Following Reinvestigation					351-60
Classification, Reinvestigation of					351-05
Date of ReinvestigationForms Used in Reinvestigation Procedures					353-99
Home Visits During Reinvestigation Procedures Home Visits During Reinvestigation					351-12
Income, Reinvestigation of					351-25
Living Arrangements, Reinvestigation of					351-35
Notification of SDSW of Completion of Reinvestigation					352-25
Other Poinvestigations					353-00
Payee, Parents, Whereabouts and Assistance Plan, Reinvestigation of					351-65
Personal Property, Reinvestigation of					351-20
Real Property, Reinvestigation of					351-15
Recording of Reinvestigation					352-10
Reinvestigation in ANC					350-15
Relatives. Reinvestigation of					351-30
Report Required of Recipient Who Leaves State					353-05
Requirements of Reinvestigation					351-10
Responsibility for Reinvestigation					351-00
School Attendance, Reinvestigation of					351-75
Transfer of Aid from One County to Another, Reinvestigation During.					351-90
OLD AGE SECURITY					
Absence from State, Reinvestigation During					351-80
Absence from State, Reinvestigation During					351-11
Amount of Aid, Redetermination of					351-40
Changes in Aid Following Reinvestigation					353-20
Date of Reinvestigation					351-05
Forms Used in Reinvestigation Procedures					353-99
Home Visits During Reinvestigation					351-12
Income Reinvestigation of					351-25
Tiving Apparements Reinvestigation of					351-35
Notification of SDSW of Completion of Reinvestigation					352-25
Other Reinvestigations					353-00
Personal Property, Reinvestigation of					351-20
Real Property, Reinvestigation of					351-15
Recording of Reinvestigation					352-15
Reinvestigations in OAS					350-10
Relatives. Reinvestigation of					351-30
Report Required of Recipient Who Leaves State					353-05
Requirements of Reinvestigation					351-10
Responsibility for Reinvestigation					351-00
Transfer of Aid from One County to Another, Reinvestigation During					351-90
TO A TABLED DO AND THE					
TRANSFER PROCEDURES					
Forms Used in Transfer Procedures	ANC	ANB	APSB	OAS	370-99
Medical Care During Transfer Period	ANC	ANB	APSB	OAS	370-05
Transfer of Aid	ANC	ANB	APSB	OAS	370-00

352-10 (Continued)

352-10

- Item 6A. Indicate by checking "yes" or "no" whether each child between 16 and 18, otherwise eligible to Federal participation, is regularly attending school. (See Secs. 235-20, School Attempance as Requirement for Federal Participation, and 351-75, Reinvestigation of School Attendance.) When a child is not between 16 and 18 or does not qualify for Federal participation, record "none" or draw a line through space under this item.
- Item 6B. Record nature of evidence and date school attendance or non-attendance was last verified.
- Item 7A(1). Enter total assessed valuation of all real property holdings of parent, parents, and/or child or children.
- Item 7A(2). Enter verified value of cash or securities owned by parent, parents, and/or child or children. (If face value of insurance policies is used in determining value of personal property, include face value in total of cash and securities. See Sec. 143-89, Verification of Insurance.)
- Item 7A(3). Enter "no" if no transfer of either real or personal property was made for the purpose of qualifying for aid. If the facts determine that a transfer of property was made to qualify for aid, ineligibility is indicated. (See Secs. 135-00, Transfer of Real Property to Qualify for AID, AND 146-10, Transfer or ASSIGNMENT OF PERSONAL PROPERTY.)
- Item 7B(1). Enter evidence verifying assessed value of real property holdings. (See Sec. 351-15, Reinvestigation of Real Property.)
- Item 7B(2). Enter evidence verifying Item 7A(2). (See Sec. 351-20, Reinvestigation of Personal Property.) If face value of insurance policies is used in determining value of personal property, indicate by "F.V." (See Sec. 143-89.)
- Item 7B(3). When investigation reveals that there has been no assignment or transfer of real or personal property, enter "Investigation reveals none."

### 352-10 RECORDING OF REINVESTIGATION IN ANC

352-10

The results of the reinvestigation shall be recorded under County Report of Eligibility Reinvestigation on the reverse of Affirmation of Eligibility (Form CA 206). A substitute method may be adopted by the county, subject to approval by the SDSW, provided it covers all the information requested on the reverse side of Form CA 206.

Instructions for completion of these items on the form follow:

- Item 1A. Enter classification (SEE SEC. 351-60, REINVESTIGATION OF CLASSIFICATION) according to appropriate abbreviation. (SEE SEC. 237-75, INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY.) If children in the same family group are granted aid under different classifications, enter the second classification in the second space provided for this purpose.
- Item 1B. Enter evidence verifying classification. The description of evidence shall indicate whether eligibility under the appropriate classification is determined by the mother, father, or both parents, the nature of evidence verifying classification and the date of any change in classification.
- Item 2. Enter whereabouts of parents. (SEE SEC. 351-65, REINVESTIGATION OF PAYEE, PARENTS' WHEREABOUTS AND ASSISTANCE PLAN.)
- Item 3. Enter the given names of the children who are receiving aid under the classification listed in Item 1A. When there are two sets of parents, enter the given name of the second set of children under the second Item "3" and the classification for these children under the second Items A. and B. The second Item "3" may be used to enter names of children in the same classification when there are more than five children in the family group. Mark out the second "1A", "1B", and "2" when the second "3" is used in this way. Use a rider for any additional children or for any additional set of parents and classification in the same family.
- Item 4. Enter living plan for each child by appropriate abbreviation. (See Secs. 351-35, Reinvestigation of Living Arrangements, and 237-75.)
- Item 5. Enter under Item 5A family relationship or other relationship, of the payee to each child in order to determine eligibility to Federal participation. Record under Item 5B the payee's name when the payee is other than the applicant. When the payee and applicant are the same person, draw a line through Item 5B. (See Sec. 351-65.)

### 352-15 RECORDING OF REINVESTIGATION IN OAS OAS

352-15

The results of the reinvestigation shall be recorded under County Report of Eligibility Investigation on reverse of Recipient's Affirmation of Eligibility for OAS (Form Ag 206). Information may be recorded elsewhere in the case record in lieu of recording on the reverse of Form Ag 206. Reference is then made on the reverse of Form Ag 206 to the location of the material in the case record.

Instructions for completion of these items follow:

- Item 1. Real Property--When circumstances require real property reinvestigation (See Sec. 351-15, Reinvestigation of Real Property), enter dates of verification and findingshere or indicate whether such material may be found in the case record.
- Item 2. Personal Property-When personal property reinvestigation is required (See Sec. 351-20, Reinvestigation of Personal Property), record dates of verification of findings here or indicate where such material may be found in the case record.
- Item 3. Income-Enter all income with verification and source. Under source of "Income" record "home owned," for every recipient who lives in a home owned outright or in which he has an interest. Record value of use and occupancy as computed in accordance with rules and regulations of SDSW. When there is no net value of use and occupancy, write "none."
- Item 4. Responsible relatives. Indicate whether responsible relatives have been requested to sign sworn statement, which relatives have ability to assist, and efforts to secure such assistance. (See Sec. 351-30, Reinvestigation of Relatives.)
- Items 5, 6, 7, and 8 are self-explanatory. The date is the date the worker completed the reverse of Form Ag 206. (W&IC 2140)

### 352-10 (Continued)

352-10

- Item 8A. Indicate in appropriate square under(1) whether parents not living with children are able to contribute. If answer is "yes," enter under (2) the amount of actual contribution.
- Item 8B. 1. Enter evidence verifying parents' income or financial situation, indicating ability to support.
  - 2. Enter means of verification of parents' actual contribution.
- Item 9A. Two alternate assistance plans are provided -- one for children in their own home, the other for children in boarding homes, institutions, or with relatives. (Item 10.)
  - 1. Enter total budget for family unit.
  - 2. Enter total net income to family unit.
  - 3. Enter deficiency; i.e., difference between 1 and 2.
  - 4. Enter ANC grant.
- Item 9B. Items 1, 3, and 4 of Item 9A are verified by the information on the Budget Work Sheet (Form Gen M48). When this is not used, the county record shall contain an explanation of the method of estimating the budget, and this is noted under the above headings.
  - 2. Enter each item such as parent's wages, income from securities, etc., which is a part of total net income to family unit and the nature of the evidence verifying each item. (SEE SEC. 351-25.)
- Item 10A. 1. Enter number of children and amount needed or charged for their care.
  - 2. Record total contribution from parent/parents for child or children's care.
  - 3. Indicate other income to child/children.
  - 4. Record deficiency.
  - 5. Record ANC grant.
- Item 10B. 1. Indicate means of verifying amount needed when documentary evidence of amount is not available. When documentary evidence is available, indicate nature and date of same.
  - 2. Enter cross reference to Item 8B.
  - 3. Enter source and method of verifying other income.
  - 4. No recording required.
  - 5. No recording required.
- Item 11. Enter date last home visit. (SEE SEC. 351-12, HOME VISIT DURING REINVES-TIGATION.)
- Item 12. Enter amount of aid. (See Sec. 351-40, Redetermination of Amount of Aid.)
- Item 13. Enter date of completion of reinvestigation. The county worker who made the reinvestigation signs the form. (W41C 1560)

362-05 (Continued)

362-05

One Form Ag, Bl 232 may be used to report two actions of the board of supervisors on the same case provided both actions occur on the same day.

EXAMPLE: IN AND AID IS INCREASED ON OCT. 15, EFFECTIVE NOV. 1, DUE TO VERIFIED NEED IN EXCESS OF \$60. ON THE SAME DATE, THE BOARD OF SUPERVISORS DECREASES AID EFFECTIVE DEC. 1, AS THE EXCESS NEED EXISTS FOR ONLY ONE MONTH.

When one Form Ag, Bl 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action of the board of supervisors is reported opposite "Restoration".

In OAS and ANB discontinuance of payment to the county for hospital or infirmary care and the restoration of aid may be reported on the same Form Ag, Bl 232 unless there is a delay in the restoration of aid to the former recipient, in which case separate forms are necessary. There shall be no overlapping of payment to the county for institutional care and payment of aid to the individual. (See Sec. 215-00, RESTORATION OF AID.) (WAIC 2140, 3075, 3460)

# 362-20 REPORTING TRANSFER FROM ANB TO APSB OR VICE VERSA ON NOTICE OF CHANGE, SECTION I ANB, APSB

362-20

- Column 1. Indicate by check whether recipient is being transferred from ANB to APSB or from APSB to ANB.
- Column 2. Enter the beginning date of aid under the program to which the recipient is being transferred.
- Columns 3, 4, 5, 6, and 7. See Sec. 362-05, Instructions for Recording on Notice of Change, Sec. I.

Discontinuance of aid under the program from which the recipient is being transferred should be reported in Section II, Item C-20. (See Secs.351-57, IRANSFER PROCEDURE FROM AND TO APSB OR VICE VERSA, AND 362-45, DISCONTINUANCE OF PAYMENT, SECTION II OF THE NOTICE OF CHANGE) (WAIC 3075, 3460)

#### 362-05 (Continued)

362-05

- Column 4. Enter the total of all income received other than the CAS, ANB, or APSB grant. (When need in excess of \$50 in CAS or \$60 in ANB has not been established, the sum of Column 3 and Column 4 shall total \$50 in CAS and \$60 in ANB. The total may not exceed or be less than these amounts.)
- Column 5. Enter sources from which income other than OAS, ANB, or APSB is received and amount received from each; e.g., son John contributes \$5.00 a month. The total of amounts of income from individual sources, as shown in Column 5, should agree with the figure entered in Column 4.
- Column 6. No entry is made unless the total verified need exceeds \$50 a month in CAS or \$60 in ANB in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$65 a month this amount is entered in Column 6.
- Column 7. Except when, in OAS, total need is established on a budgetary basis, report in OAS and AMB the nature and total cost of each item which causes the total need to exceed the basic grant, and the method of verification, e.g., new roof \$80; payments \$8.00 a month. Verified by contractor. When in OAS total need is established by use of the budgetary method, enter "Form Ag 241 on file".

### Transfer from ANB to APSB or from APSB to ANB:

See Sec. 362-20, Reporting Transfer From ANB to APSB or Vice Versa on Notice of Change, Section I.

#### Discontinuance:

Enter in Column 2 the effective date of the discontinuance. Other columns in Section I are left blank. Section II shall be completed for each discontinuance of aid to the individual.

### Change in Need or Income. No Change in Grant:

See Sec. 362-25, Change in Need Or Income - No Change in Grant.

### Reason for Change:

See Sec. 362-30, Reporting Reason For Change on Notice of Change.

600-00 (Continued)

600-00

LAWS RELATING TO PAYMENT OF AID	OAS	ANB APSB	ANC
TIME OF BEGINNING ALD.	2160E 2182 2182.1 2183 2183.9 2200	3044 3082 3084 3086 3090 3444 3450 3460	1527 1550 1551 1552 1558
PAYMENT FOR FULL MONTH IF ELIGIBLE ON FIRST OF MONTH.  ALL PAYMENTS OF AID SHALL BE MONTHLY IN ADVANCE BY COUNTY  WARRANTS EXCEPT PAYMENTS IN ANC TO BOARDING HOMES AND  INSTITUTIONS WHICH MAY BE AT THE END OF THE MONTH.	2160.6	3044 3444 3084 3460	1552.3 1552 1556.5
PAYMENTS TO INMATES OF INSTITUTIONS (INCLUDING PUBLIC HOSPITALS).	2160e 2160.5 2160.6	3044 3044.5 3444	1524 1529 1558 1560

REFUNDS OF AID SHALL BE REPAID TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT.	2024	3007 3406	1504
RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY.	2007	3006 3405	1506
EXCESS AID PARD SHALL BE RECOVERABLE AS A DEBT.	2222		
ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT	2222.7	100	
DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH.	2223	and the second	
AND RECEIVED IN GOOD FAITH BUT RECIPIENT HAS EXCESS PROPERTY.	2223.5		
RELATIVE RESPONSIBILITY, RECOVERY FROM, CREDITED TO FEDERAL, STATE, AND COUNTY GOVERNMENTS IN PROPORTION TO PARTICIPATION.	2224	3088 3474	
AID GRANTED DOES NOT CONSTITUTE LIEN UPON ANY PROPERTY.	2225		
LAWS RELATING TO TRANSPORTATION OF NEEDY CHILDREN CLAIMS			
COUNTY MAY TRANSPORT NEEDY CHILDREN OUTSIDE THE STATE AND STATE SHALL PAY ONE-HALF OF THE TOTAL EXPENSE INCURRED.			1580

ac

# 600-00 PROVISIONS OF THE W&IC REGARDING FISCAL PROCEDURES OAS, ANB, APSB, ANC

600-00

LAWS RELATING TO ESTIMATES, ADVANCES, EXPENDITURES, ADMINISTRATIVE EXPENSE AND CLAIMS.	DAS	ANB APSB	ANC
WHILE FEDERAL GOVERNMENT MAKES GRANTS TO THE STATE A PORTION THEREOF SHALL BE ALLOTTED TO COUNTIES FOR GRANTS AND FOR COSTS OF ADMINISTRATION; PAYMENT OF STATE MONIES TO COUNTIES IS ALSO AUTHORIZED.	2021.001 2186 2187 2187.01	3087.1 3087.1 3480	1553
METHOD OF COMPUTING AND PAYING GRANTS AND COSTS OF ADMINISTRATION TO COUNTIES.	2188	3087°2 3481	1555
REPORTS OF AID PAID SHALL BE MADE BY COUNTIES AND AUDITED BY SDSW AND STATE CONTROLLER. CLAIMS FOR ANC IN BOARDING HOMES AND INSTITUTIONS SHALL BE FILED AND PAID SEPARATELY.	2189	3087.3 3482	1556 1556.5 1559
SDSW SHALL REQUIRE COUNTY TO BEAR PROPORTIONATE SHARE OF TOTAL EXPENSE OF FURNISHING AID.	1.14	114	114
COUNTIES (AND INSTITUTIONS IN ANC) REQUIRED TO COMPLY WITH ALL REQUIREMENTS OF LAW BEFORE RECEIVING APPORTIONMENT OF AID.	2023	3078	1560
COUNTIES SHALL PAY ALL NECESSARY EXPENSE FOR ADMINISTRATION.	2185		
STATE APPROPRIATION OF 5/6 OF GRANT FOR EACH COUNTY RESIDENT  RECEIVING OAS, AND \$600 PER ANNUM FOR EACH NON-COUNTY RESIDENT  RECEIVING OAS.	2021.001		
STATE APPROPRIATION OF \$360 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING ANB OR APSB AND \$720 PER ANNUM FOR EACH NON-COUNTY RESIDENT RECEIVING ANB OR APSB.		3025 3420	
ACCEPTANCE OF AID FROM FEDERAL GOVERNMENT SHALL NOT REDUCE MAXIMUM AMOUNT WELCH MAY BE GRANTED.		3004	
STATE APPROPRIATION OF \$180 PER ANNUM FOR EACH NEEDY CHILD WHO HAS COUNTY RESIDENCE AND \$270 PER ANNUM FOR EACH NEEDY CHILD WHO HAS NON-COUNTY RESIDENCE PROVIDED THE APPLICATIONS FOR SUCH CHILDREN ARE NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION. IN THE LATTER CASE \$180 PER ANNUM IS ALLOITED.		,	1510 1512
AMOUNT OF AID TO WHICH ELIGIBILE APPLICANTS, OR CHILD IN ANC IS ENTITLED IS SET FORTH.	2020.05	3084 3472	1511
PAYMENT IN AN AMOUNT AS NEEDED FOR CARE OF EACH CHILD WHOSE APPLICATION IS NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION IS AUTHORIZED, STATE'S SHARE IS INDICATED.			1511
COUNTY INSTITUTIONAL SUBVENTION. THE STATE'S SHARE OF OAS OR AND RECIPIENT WAS RECEIVING AT THE TIME OF ENTRACE IN A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL OR INFIRMARY CARE AT COUNTY EXPENSE, SHALL BE PAID TO THE COUNTY.	2160.7	3044.1	

### 628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELLED WARRANTS OAS, ANB, APSB, ANC

628-06

When a warrant is ussued in lieu of a cancelled warrant, within the time limit specified in Sec. 611-90, Cancellation of Aid Warrants, and the canceltion has been reported, Federal (if eligible to Federal) and State reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) Full explanation shall be given including the warrant number of the cancelled warrant; also the name of payee on the cancelled warrant if the reissued warrant is made payable to a person other than the original payee. (WAIC 1560, 2140, 3075, 3460)

### 628-10 STATE AUDIT OF AID CLAIMS OAS, ANB, APSB, ANC

628-10

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of State and Federal participation in the amounts claimed. It is important that there be complete coordination between the county welfare department and the county auditor's office, or any other unit which prepares aid claims, to effect the prompt submission of all necessary documents supporting every aid claim, and to insure the inclusion of an aid claim for every approved case. (Walc 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

#### 628-20 AID CLAIM CORRECTION OAS, ANB, APSB, ANC

628-20

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims .

The county financial records should be reconciled to the claim correction letters so that State and county records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

#### 628-00 (Continued)

628-00

- B. Whose signature appears either on the Application (Form CA 200), or on the Notice of Change (Form CA 232);
- C. Who bears one of the following degrees of relationship:

1.	Father	16.	Brother of the half-blood
2.	Adoptive father	17.	Brother-in-law
3.	Mother	18.	Half-brother-in-law
4.	Adoptive mother	19.	Adoptive brother
5.	Grandfather	20.	Sister
6.	Grandfather-in-law (Meaning the	21.	Sister of the half-blood
	husband by a second marriage of	22.	Sister-in-law
	one of the child's natural grand-	23.	Half-sister-in-law
	mothers)	24.	Adoptive sister
7.	Great-grandfather	25.	Step-brother
8.	Adoptive father of the child's	26.	Step-brother-in-law
	natural parent	27.	Step-sister
9.	Grandmother	28.	Step-sister-in-law
10.	Grand-mother-in-law (meaning	29.	Uncle (of the half - or
	the wife by a second marriage		whole-blood)
	of one of the child's natural	30.	Aunt (of the half - or
	grandfathers)		whole-blood)
11.	Great-grandmother	31.	Uncle in-law
12.	Adoptive mother of a child's	32.	Aunt-in-law
	natural parent	33.	Great-uncle (including

34.

### 628-05 REPORTING OF CANCELLED AID WARRANTS OAS, ANB, APSB, ANC

15. Brother

13. Step-father (but not his parents)

14. Step-mother (but not her parents)

628-05

great, great, etc.)

great, great, etc.)

(W&IC 1560: FSSB)

Great-aunt (including

Any warrants for which claims were allowed by the SDSW, and which are subsequently cancelled, shall be reported in their respective items on the Aid Affidavits (Form Ag, Bl, CA 800, CA 800-BHI). Detail: shown on the Report of Cancelled Warrants (Form Ag, Bl,CA 804) which accompanies each respective claim. Current cancellations shall be crossed off the Aid Pay Roll (Form Ag, Bl,CA 801, CA 801-BHI) and shall not be included in any totals on the aid claims. (See Secs. 361-33, CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE, AND 611-90, CANCELLATION OF AID WARRANTS.) (W&IC 1560, 2140, 3075, 3460)